



## MEMORANDUM

|                |   |
|----------------|---|
| <b>DATE</b>    | August 15, 2023   |
| <b>TO</b>      | Board Members<br>Dental Board of California   |
| <b>FROM</b>    | Kristy Schiedge, Attorney IV <i>KS</i><br>Regulations Unit, Legal Affairs Division<br>Department of Consumer Affairs  |
| <b>SUBJECT</b> | <b>Agenda Item 23.b. (REPLACES PREVIOUSLY POSTED MEMO)</b><br>Consideration of Previously Approved Proposed Regulations and Possible Recommendation to Form an Advisory Working Group to Review the Dental Assisting Comprehensive Rulemaking Regulations |

### Background

The Dental Assisting Council (Council) of the Dental Board of California (Board) held several stakeholder workshops starting in 2015 to develop its comprehensive rulemaking proposal relative to dental assisting. The last workshop took place in March 2018. A final Dental Assisting Comprehensive Rulemaking proposal from the Council was presented to the Board at its December 4, 2020 meeting for consideration; the Board approved initiation of the rulemaking process at that meeting for the text attached to this memo (Attachment A – “proposal”).

In August 2021, the Board’s then-Executive Officer requested that I review the proposal. Based upon my review and recommendations, the former Executive Officer requested that the rulemaking be placed “on hold” temporarily due to staff resource issues. Your current Executive Officer has requested that this issue be brought back to the Board for discussion and possible action.

### Administrative Review and Legal Standards for the Adoption of Regulations

The Office of Administrative Law (OAL) reviews all regulatory proposals to ensure that an agency regulation meets standards set by law in the Administrative Procedure Act (“APA” – Gov. Code, §§ 11340 and following). These include whether the regulation meets the following standards: (1) necessity, (2) authority, (3) clarity, (4) consistency, (5) reference, and (6) nonduplication. (Gov. Code, §§ 11349, 11349.1, subd. (a).)

Over the past 10 years, OAL has increased its scrutiny of regulatory proposals regarding the exact meaning of every word, particularly for clarity and necessity. In addition, the APA requires each regulatory amendment, addition, or repeal to be explained in the rulemaking package as part of an Initial Statement of Reasons document that is filed with the proposed regulatory text to demonstrate the need for the regulations by substantial evidence (Gov. Code, § 11359(a).)

Under the APA, the law specifically forbids adoption of regulations that are inconsistent and not reasonably necessary to effectuate the purpose of the underlying statutes, as follows:

Whenever by the express or implied terms of any statute a state agency has authority to adopt regulations to implement, interpret, make specific or otherwise carry out the provisions of the statute, no regulation adopted is valid or effective unless consistent and not in conflict with the statute and reasonably necessary to effectuate the purpose of the statute. (Gov. Code, § 11342.2.)

#### Board Authority to Promulgate Regulations for Board Approval of Dental Assisting Programs and Educational Courses

The Dental Practice Act (Act) establishes minimum educational requirements to perform specified dental assisting duties and obtain dental assisting licensure and permitting. (Business and Professions Code (BPC), §§ 1750, 1750.2, 1750.4, 1752.1, 1752.4, 1752.6, 1753, 1752.55, 1753.6, and 1777.) To accommodate various ways for individuals to attain education, the programs and courses do not have to be provided by accredited colleges but must be Board-approved under the Act.

BPC section 1614 expressly authorizes the Board to adopt regulations regarding “the establishment of standards for the approval of dental colleges and dental assisting **programs** and educational **courses**.” (Emphasis added.) This means that the Board’s regulatory authority for dental assisting programs and educational courses involves programmatic approvals, rather than school or institutional approvals. This interpretation is further supported by the fee authority provided in BPC section 1725, which limits the Board’s authority to charging for registered dental assisting (RDA) educational program curriculum review and site evaluation (subd. (j)), as well as review of each course approval application or reevaluation (subd. (k)). Dental assisting educational programs and courses requiring Board

approval must satisfy curriculum and facility requirements established in regulation. (California Code of Regulations (CCR), tit. 16, §§ 1070-1071.)

### Issues Identified

My review has identified possible issues with clarity, consistency, duplication, necessity, and authority throughout the Dental Assisting Comprehensive Rulemaking text proposal. However, the main concern with the current proposal is that it is unclear that all requirements are reasonably necessary and authorized to effectuate the purpose of requiring minimum programmatic and course standards to assure entry level competence to perform the basic supportive procedures and duties authorized by the Act.

Examples of issues identified include the following:

(1) The proposal uses words like “adequate”, “proof,” “evidence”, “satisfactory”, “substantially comply”, “qualified”, “calibration”, “competency assessment mechanism,” “competency statement,” “deemed equivalent thereto,” “including, but not limited to”, “ensuring” or “may” throughout without further explanation of what those terms mean, under what circumstances the educational program would be deemed compliant, or when the Board “may” take action.

(2) The proposal appears incomplete as it fails to specify what standards apply in certain sections. For example, in proposed CCR section 1070.2:

(k) **Optional Program Content:** A registered dental assisting program that desires to provide instruction in the following areas shall apply separately for approval to incorporate curriculum on an application form issued by the Board, herein incorporated by reference, (insert here):

(3) The proposal appears to set requirements unrelated to the practice of the dental assisting professions and not necessary to ensure minimum standards are met. For example, it is unclear why a program's failure to meet these standards would mean the students are not prepared to assume the duties of a dental assistant prescribed by the Act and upon what grounds the Board would argue it has authority to enforce these standards if not met by the program:

**Students, faculty and appropriate support staff shall be encouraged to be immunized against and/or tested for infectious diseases** in accordance with

current Centers for Disease Control and Prevention guidelines for Dental Healthcare Professionals, prior to contact with patients and/or infectious objects or materials, to minimize the risk to patients and personnel. (Emphasis added -- see proposed CCR Section 1070(h)(3).)

**Curriculum Organization, Competency and Learning Resources.** The **organization** of the curriculum for all courses and programs **shall be flexible**, creating opportunities for adjustments to and research of advancements and emerging technologies in the profession of dental assisting as provided in this Article. (Emphasis added -- see proposed CCR section 1070(i).)

(F) Ensuring opportunities have been provided by the institution or program for faculty and instructional staff of a program to continue their professional development in order to stay current with advancing technologies and educational theory. The program director **shall ensure that time and budget allocations are provided by the institution or program for professional association activities, continuing education, or practical experiences related to dental assisting education.** (Emphasis added -- see proposed CCR section 1070(f)(2)(F).)

- (4) The proposal leaves the current RDA examination regulation largely unaltered, at CCR section 1081, which conflicts with amendments made to BPC section 1752.1 for the Board to administer a Registered Dental Assistant Combined Written Law and Ethics Examination and the new examination plan for that examination, effective May 2018 ([RDA Examination Plan \(Revised January 2018\) General and Law/Ethics Combined \(ca.gov\)](#)). Changes to CCR section 1081 would possibly affect other regulations that set RDA course content requirements in this proposal (e.g., requirements for proposed “Dental Practice Management” and “Dental Office Communications” curriculum in CCR sections 1070.2(i)(7)-(8) that do not appear to be covered on the exam) since generally the exam plan should govern the content of required coursework to assure the Board that students are being prepared to pass the RDA examination.
- (5) There is no proposal to update the fees currently charged in CCR section 1022 for processing these educational program or course approval applications. This proposal would make significant programmatic changes to the duties staff will be expected to perform in reviewing and approving educational programs or courses (including entirely new applications) and therefore, a desk audit or fee study should be performed to determine whether fee increases in section 1022

are warranted considering the expanded scope of these new program and course approval requirements.

As a result, I have concerns that this proposal would not successfully pass OAL review under the APA standards and recommend that the proposal should be re-examined by the Council to determine whether to revise the proposal in Attachment A.

Action Requested:

Based upon the foregoing, I recommend the following actions:

- (1) Rescind the Board's December 4, 2020 motion to initiate a rulemaking for this proposal,
- (2) Refer this proposal back to the Board's Dental Assisting Council for the appointment of a one or two-person working group to further review and revise this proposal in consultation with Regulations Counsel and Board staff; and,
- (3) Bring back a new proposal to a future meeting for Board consideration.

I will be available at the meeting to answer any questions the Board members may have regarding this item.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

**TITLE 16. DENTAL BOARD OF CALIFORNIA  
DEPARTMENT OF CONSUMER AFFAIRS**

**PROPOSED LANGUAGE**

**Title 16. Professional and Vocational Regulations  
Division 10. Dental Board of California  
Chapter 3. Dental Auxiliaries  
Article 1. General Provisions**

~~§ 1014. Approval of Radiation Safety Courses.~~

~~(a) A radiation safety course is one which has as its primary purpose providing theory and clinical application in radiographic techniques. A single standard of care shall be maintained and the board shall approve only those courses which continuously maintain a high quality standard of instruction.~~

~~(b) A radiation safety course applying for approval shall submit to the board an application and other required documents and information on forms prescribed by the board. The board may approve or deny approval of any such course. Approval may be granted after evaluation of all components of the course has been performed and the report of such evaluation indicates that the course meets the board's requirements. The board may, in lieu of conducting its own investigation, accept the findings of any commission or accreditation agency approved by the board and adopt those findings as its own.~~

~~(c) The board may withdraw its approval of a course at any time, after giving the course provider written notice setting forth its reason for withdrawal and after affording a reasonable opportunity to respond. Approval may be withdrawn for failure to comply with the board's standards or for fraud, misrepresentation or violation of any applicable federal or state laws relating to the operation of radiographic equipment.~~

~~(d) The processing times for radiation safety course approval are set forth in Section 1061.~~

~~Note: Authority cited: Sections 1614 and 1656, Business and Professions Code. Reference: Section 1656 Business and Professions Code; and Section 106975, Health and Safety Code.~~

~~§ 1014.1. Requirements for Radiation Safety Courses.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~A radiation safety course shall comply with the requirements set forth below in order to secure~~  
2 ~~and maintain approval by the board. The course of instruction in radiation safety and~~  
3 ~~radiography techniques offered by a school or program approved by the board for instruction in~~  
4 ~~dentistry, dental hygiene or dental assisting shall be deemed to be an approved radiation safety~~  
5 ~~course if the school or program has submitted evidence satisfactory to the board that it meets~~  
6 ~~all the requirements set forth below.~~

7  
8 ~~(a) Educational Level. The course shall be established at the postsecondary educational level or~~  
9 ~~a level deemed equivalent thereto by the board.~~

10  
11 ~~(b) Program Director. The program director, who may also be an instructor, shall actively~~  
12 ~~participate in and be responsible for at least all of the following:~~

13  
14 ~~(1) Providing daily guidance of didactic, laboratory and clinical assignments;~~

15 ~~(2) Maintaining all necessary records, including but not limited to the following:~~

16  
17 ~~(A) Copies of current curriculum, course outline and objectives;~~

18  
19 ~~(B) Faculty credentials;~~

20  
21 ~~(C) Individual student records, which shall include pre-clinical and clinical~~  
22 ~~evaluations, examinations and copies of all successfully completed radiographic~~  
23 ~~series used toward course completion. Records shall be maintained for at least~~  
24 ~~five years from the date of course completion.~~

25  
26 ~~(3) Issuing certificates to each student who has successfully completed the course and~~  
27 ~~maintaining a record of each certificate for at least five years from the date of its~~  
28 ~~issuance;~~

29  
30 ~~(4) Transmitting to the board on a form prescribed by the board the name, last four~~  
31 ~~digits of the social security number and, where applicable, license number of each~~  
32 ~~student who has successfully completed the course;~~

33  
34 ~~(5) Informing the board of any significant revisions to the curriculum or course outlines.~~

35  
36 ~~(c) Faculty. The faculty shall be adequate in number, qualifications and composition and shall be~~  
37 ~~suitably qualified through academic preparation, professional expertise, and/or appropriate~~  
38 ~~training, as provided herein. Each faculty member shall possess the following qualifications:~~

39  
40 ~~(1) Hold a valid special permit or valid license as a dentist, registered dental hygienist,~~  
41 ~~registered dental assistant, registered dental assistant in extended functions, registered~~  
42 ~~dental hygienist in extended functions, or registered dental hygienists in alternative~~  
43 ~~practice issued by the board;~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(2) All faculty shall have been licensed for a minimum of two years. All faculty shall have~~  
2 ~~the education, background, and occupational experience and/or teaching expertise~~  
3 ~~necessary to perform, teach, and evaluate dental radiographs. All faculty responsible for~~  
4 ~~clinical evaluation shall have completed a two hour methodology course which shall~~  
5 ~~include clinical evaluation criteria, course outline development, process evaluation, and~~  
6 ~~product evaluation;~~

7  
8 ~~(3) Shall have either passed the radiation safety examination administered by the board~~  
9 ~~or equivalent licensing examination as a dentist, registered dental hygienist, registered~~  
10 ~~dental assistant, registered dental assistant in extended functions, registered dental~~  
11 ~~hygienist in extended functions, or registered dental hygienists in alternative practice or,~~  
12 ~~on or after January 1, 1985, shall have successfully completed a board approved~~  
13 ~~radiation safety course.~~

14  
15 ~~(d) Facilities. There shall be a sufficient number of safe, adequate, and educationally conducive~~  
16 ~~lecture classrooms, radiography operatories, developing or processing facilities, and viewing~~  
17 ~~spaces for mounting, viewing and evaluating radiographs. Adequate sterilizing facilities shall be~~  
18 ~~provided and all disinfection and sterilization procedures specified by board regulations shall be~~  
19 ~~followed.~~

20  
21 ~~(1) A radiographic operatory shall be deemed adequate if it fully complies with the~~  
22 ~~California Radiation Control Regulations (Title 17, Cal. Code Regs., commencing with~~  
23 ~~section 30100), is properly equipped with supplies and equipment for practical work and~~  
24 ~~includes for every seven students at least one functioning radiography machine which is~~  
25 ~~adequately filtered and collimated in compliance with Department of Health Services~~  
26 ~~regulations and which is equipped with the appropriate position indicating devices for~~  
27 ~~each technique being taught.~~

28  
29 ~~(2) The developing or processing facility shall be deemed adequate if it is of sufficient~~  
30 ~~size, based upon the number of students, to accommodate students' needs in learning~~  
31 ~~processing procedures and is properly equipped with supplies and equipment for~~  
32 ~~practical work using either manual or automatic equipment.~~

33  
34 ~~(3) X-ray areas shall provide protection to patients, students, faculty and observers in~~  
35 ~~full compliance with applicable statutes and regulations.~~

36  
37 ~~(e) Program Content. Sufficient time shall be available for all students to obtain laboratory and~~  
38 ~~clinical experience to achieve minimum competence in the various protocols used in the~~  
39 ~~application of dental radiographic techniques.~~

40  
41 ~~(1) A detailed course outline shall be provided to the board which clearly states~~  
42 ~~curriculum subject matter and specific instructional hours in the individual areas of~~  
43 ~~didactic, laboratory, and clinical instruction.~~



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(2) General program objectives and specific instructional unit objectives shall be stated~~  
2 ~~in writing, and shall include theoretical aspects of each subject as well as practical~~  
3 ~~application. The theoretical aspects of the program shall provide the content necessary~~  
4 ~~for students to make judgments regarding dental radiation exposure. The course shall~~  
5 ~~assure that students who successfully complete the course can expose, process and~~  
6 ~~evaluate dental radiographs with minimum competence.~~

7  
8 ~~(3) Objective evaluation criteria shall be used for measuring student progress toward~~  
9 ~~attainment of specific course objectives. Students shall be provided with specific unit~~  
10 ~~objectives and the evaluation criteria that will be used for all aspects of the curriculum~~  
11 ~~including written, practical and clinical examinations.~~

12  
13 ~~(4) Areas of instruction shall include at least the following as they relate to exposure,~~  
14 ~~processing and evaluations of dental radiographs:~~

15  
16 ~~(A) Radiation physics and biology~~

17  
18 ~~(B) Radiation protection and safety~~

19 ~~(C) Recognition of normal anatomical landmarks and abnormal conditions of the~~  
20 ~~oral cavity as they relate to dental radiographs~~

21  
22 ~~(D) Radiograph exposure and processing techniques using either manual or~~  
23 ~~automatic methods~~

24  
25 ~~(E) Radiograph mounting or sequencing, and viewing, including anatomical~~  
26 ~~landmarks of the oral cavity~~

27  
28 ~~(F) Intraoral techniques and dental radiograph armamentaria, including holding~~  
29 ~~devices~~

30  
31 ~~(G) Interproximal examination including principles of exposure, methods of~~  
32 ~~retention and evaluation~~

33  
34 ~~(H) Intraoral examination including, principles of exposure, methods of retention~~  
35 ~~and evaluation~~

36  
37 ~~(I) Identification and correction of faulty radiographs~~

38  
39 ~~(J) Supplemental techniques including the optional use of computerized digital~~  
40 ~~radiography~~

41  
42 ~~(K) Infection control in dental radiographic procedures~~

43  
44 ~~(L) Radiographic record management.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           ~~Students may be given the opportunity to obtain credit by the use of challenge~~  
2           ~~examinations and other methods of evaluation.~~

3  
4           ~~(f) Laboratory Instruction. Sufficient hours of laboratory instruction shall be provided to ensure~~  
5           ~~that a student successfully completes on an x ray manikin at least the procedures set forth~~  
6           ~~below. A procedure has been successfully completed only if each radiograph is of diagnostic~~  
7           ~~quality. There shall be no more than 6 students per instructor during laboratory instruction.~~

8  
9           ~~(1) Two full mouth periapical series, consisting of at least 18 radiographs each, 4 of~~  
10           ~~which must be bitewings; no more than one series may be completed using computer~~  
11           ~~digital radiographic equipment;~~

12  
13           ~~(2) Two bitewing series, consisting of at least 4 radiographs each;~~

14  
15           ~~(3) Developing or processing, and mounting or sequencing of exposed radiographs;~~

16  
17           ~~(4) Student and instructor written evaluation of radiographs.~~

18  
19           ~~(g) Clinical Experience. The course of instruction shall include sufficient clinical experience, as~~  
20           ~~part of an organized program of instruction, to obtain clinical competency in radiographic~~  
21           ~~techniques. There shall be no more than 6 students per instructor during clinical instruction.~~  
22           ~~Clinical instruction shall include clinical experience on four patients with one of the four~~  
23           ~~patients used for the clinical examination. Clinical experience shall include:~~

24  
25           ~~(1) Successful completion of a minimum of four full mouth periapical series, consisting~~  
26           ~~of at least 18 radiographs each, 4 of which must be bitewings. Traditional film packets~~  
27           ~~must be double film. No more than three series may be completed using computer~~  
28           ~~digital radiographic equipment. Such radiographs shall be of diagnostic quality. All~~  
29           ~~exposures made on human subjects shall only be made for diagnostic purposes, and~~  
30           ~~shall in no event exceed three (3) exposures per subject. All clinical procedures on~~  
31           ~~human subjects shall be performed under the supervision of a licensed dentist in~~  
32           ~~accordance with section 106975 of the Health and Safety Code.~~

33  
34           ~~(2) Developing or processing, and mounting or sequencing of exposed human subject~~  
35           ~~radiographs;~~

36  
37           ~~(3) Student and instructor written evaluation of radiographs.~~

38  
39           ~~(h) Clinical Facilities. There shall be a written contract of affiliation with each clinical facility~~  
40           ~~utilized by a course. Such contract shall describe the settings in which the clinical training will~~  
41           ~~be received and shall provide that the clinical facility has the necessary equipment and~~  
42           ~~accessories appropriate for the procedures to be performed and that such equipment and~~  
43           ~~accessories are in safe operating condition. Such clinical facilities shall be subject to the same~~  
44           ~~requirements as those specified in subdivision (g).~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(i) Length of Course. The program shall be of sufficient duration for the student to develop~~  
3 ~~minimum competence in the radiation safety techniques, but shall in no event be less than 32~~  
4 ~~clock hours, including at least 8 hours of didactic instruction, at least 12 hours of laboratory~~  
5 ~~instruction, and at least 12 hours of clinical instruction.~~

6  
7 ~~(j) Certificates. A certificate shall be issued to each student who successfully completes the~~  
8 ~~course. The certificate shall specify the number of course hours completed. A student shall be~~  
9 ~~deemed to have successfully completed the course if the student has met all the course~~  
10 ~~requirements and has obtained passing scores on both written and clinical examinations.~~

11  
12  
13 ~~Note: Authority cited: Sections 1614 and 1656, Business and Professions Code. Reference:~~  
14 ~~Section 1656, Business and Professions Code; and Section 106975, Health and Safety Code.~~

15  
16  
17 **§ 1067. Definitions.**

18 As used in this subchapter:

19  
20 (a) "Dental auxiliary" means a person who may perform dental supportive procedures  
21 authorized by the provisions of these regulations under the specified supervision of a licensed  
22 dentist.

23  
24 (b) "Dental assistant" means an unlicensed person who may perform basic supportive dental  
25 procedures specified by these regulations under the supervision of a licensed dentist.

26  
27 (c) "Registered dental assistant" or "RDA" means a licensed person who may perform all  
28 procedures authorized by the provisions of these regulations and in addition may perform all  
29 functions which may be performed by a dental assistant under the designated supervision of a  
30 licensed dentist.

31  
32 (d) "Registered dental hygienist" or "RDH" means a licensed person who may perform all  
33 procedures authorized by the provisions of these regulations and in addition may perform all  
34 functions which may be performed by a dental assistant and registered dental assistant, under  
35 the designated supervision of a licensed dentist.

36  
37 (e) "Registered dental assistant in extended functions" or "RDAEF" means a person licensed as  
38 a registered dental assistant who has completed post-licensure clinical and didactic training  
39 approved by the board and satisfactorily performed on an examination designated by the board  
40 for registered dental assistant in extended function applicants.

41  
42 (f) "Registered dental hygienist in extended functions" or "RDHEF" means a person licensed as a  
43 registered dental hygienist who has completed post-licensure clinical and didactic training

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 approved by the board and satisfactorily performed on an examination designated by the board  
2 for registered dental hygienist in extended functions applicants.

3  
4 (g) "Oral prophylaxis" means the preventive dental procedures including complete removal of  
5 explorer-detectable calculus, soft deposits, plaque, stains, and the smoothing of unattached  
6 tooth surfaces. The objective of this treatment shall be creation of an environment in which  
7 hard and soft tissues can be maintained in good health by the patient.

8  
9 (h) "Coronal polishing" means a procedure limited to the removal of plaque and stain from  
10 exposed tooth surfaces, utilizing an appropriate rotary instrument with ~~rubber~~ cup or brush and  
11 a polishing agent.

12  
13 (i) "Direct supervision" means supervision of dental procedures based on instructions given by a  
14 licensed dentist who shall be physically present in the treatment facility during performance of  
15 those procedures.

16  
17 (j) "General supervision" means supervision of dental procedures based on instructions given  
18 by a licensed dentist, but not requiring the  
19 physical presence of the supervising dentist during the performance of those procedures.

20  
21 ~~(k) "Satisfactory educational qualification" means theory, laboratory and/or clinical experience  
22 approved by the board.~~

23  
24 (l) "Basic supportive dental procedures" means ~~fundamental~~ duties or functions which may be  
25 performed by an unlicensed dental assistant under the supervision of a licensed dentist  
26 ~~because and are of their~~ technically elementary characteristics, completely reversible  
27 reversibility and inability unlikely to precipitate potentially hazardous conditions for the patient  
28 being treated.

29  
30 (m) "Root planing" means the process of instrumentation by which the unattached surfaces of  
31 the root are made smooth by the removal of calculus and/or cementum.

32  
33 (n) "Periodontal soft tissue curettage" means the closed removal of tissue lining the periodontal  
34 pocket, not involving the reflection of a flap.

35  
36 (o) "Gingival" means pertaining to the gingivae, the mucous membrane with the supporting  
37 fibrous tissue.

38  
39  
40 Note: Authority cited: Sections 1614, 1750, 1750.1, 1750.3, and 1752.4, ~~1762~~, Business and  
41 Professions Code. Reference: Sections 1741(d), 1752.1 ~~1754, 1759, 1760 and 1762~~, Business  
42 and Professions Code.

43  
44 **§ 1068. Posting of Dental Auxiliary Duties.**

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 All dentists utilizing the services of dental auxiliaries shall post a notice in a common area of the  
2 office which delineates duties and functions deemed by the board as delegable within  
3 stipulated settings and/or circumstances. Such notice shall be readily accessible to all  
4 individuals under supervision of the dentist.  
5

6 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1751,  
7 ~~1754~~1752.1, ~~1757~~, ~~1759~~ and ~~1762~~, Business and Professions Code.  
8  
9

10  
11 **§ 1069. Permit Reform Act**

12 ~~Permit” as defined by the Permit Reform Act of 1981 means any license, certificate,~~  
13 ~~registration, permit, or any other form of authorization required by a state agency to engage in~~  
14 ~~a particular activity or act. Processing times for the committee's programs are set forth below.~~  
15 ~~The actual processing times apply to those persons who take and pass the first available~~  
16 ~~examination.~~

| Name of Program                                    | Maximum period of time in which the Board will notify applicant that application is complete or deficient and what specific information is required | Maximum period of time after the filing of a complete application in which the Board will notify applicant of a permit decision | Actual Processing Times Based On Prior Two Years |          |          |
|--|---|---|--|----------|----------|
|  |   |   | Minimum  | Median   | Maximum  |
| RDA Licensure                                      |   | 180 days  | 75 days  | 114 days | 358 days |
| RDAEF Licensure                                    | 75 days   | 120 days  | 28 days  | 35 days  | 55 days  |
| RDH Licensure                                      | 90 days   | 120 days  | 32 days  | 113 days | 270 days |
| RDHEF Licensure                                    | 75 days   | 120 days  | 32 days  | 113 days | 270 days |
| Review and Approval                                |   |   |  |          |          |
| RDA Educational Programs                           | 120 days  | 150 days  | 64 days  | 219 days | 370 days |
| RDA Coronal Polish and/or Ultrasonic Scaler Course | 90 days   | 120 days  | 67 days  | 102 days | 191 days |
| RDAEF Educational Programs                         | 90 days   | 120 days  | 60 days  | 90 days  | 150 days |

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

|                             |         |          |         |         |          |
|-----------------------------|---------|----------|---------|---------|----------|
| RDHEF Educational Programs  | 90 days | 120 days | 60 days | 90 days | 150 days |
| Auxiliary Licensure Renewal | 30 days | 90 days  | 20 days | 30 days | 60 days  |

Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 15375 and 15376, Government Code; and Section 1614, Business and Professions Code.

**Article 2. Educational Programs**

**§ 1070. General Provisions Governing All Dental Assistant Educational Programs and Courses.**

(a) The criteria herein shall be met by all registered dental assisting (RDA) programs, registered dental assistant in extended functions (RDAEF) programs, orthodontic assisting permit courses, dental sedation assistant permit courses, pit and fissure sealant courses, coronal polishing courses, ultrasonic scaling courses, infection control courses, and radiation safety courses to secure and maintain approval by the Board as provided in this Article.

(1) All Board-approved programs and courses shall be reevaluated by the Board approximately every seven years but may be subject to reevaluation and inspection by the Board at any time to review and investigate compliance with this Article and the Dental Practice Act (Act). Reevaluation may include a site visit or written documentation that ensures compliance with all regulations. Results of reevaluation shall be reported to the Board or its designee for final consideration and continuance of program or course approval, provisional approval, or denial of approval.

(2) Program and course records shall be subject to inspection by the Board at any time.

(3) The Board may withdraw approval at any time that it determines that a program or course does not meet the requirements of this Article or any other requirement in the Act.

(4) All programs and courses shall be established at the postsecondary educational level or deemed equivalent thereto by the Board.

(5) The Board or its designee may approve, provisionally approve, or deny approval to any such program. Provisional approval shall not be granted for a period which exceeds the length of the program. When the Board provisionally approves a program, it shall state the reasons therefor in writing. Provisional approval shall be limited to those programs which substantially comply with all existing standards for full approval. A program given provisional approval shall immediately notify each student of such status.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       If the Board denies approval of a program, the specific reasons therefor shall be  
2       provided to the program by the Board in writing within 90 days after such action.

3  
4       (b) Requirements to Obtain and Maintain Board Approval. A new program or course provider  
5       shall submit an application for approval to the Board accompanied by a non-refundable  
6       application fee as specified in Section 1022.

7  
8       (1) The Board may approve only those educational programs and courses that  
9       continuously meet all requirements as set forth in this Article.

10  
11       (2) For the application process for approval of registered dental assistant (RDA)  
12       programs and registered dental assistant in extended functions (RDAEF) programs:

13  
14               (A) The Board may approve, provisionally approve, or deny approval of an  
15               application.

16  
17               (B) If the Board provisionally approves a program, the Board shall state the  
18               reasons for such provisional approval in writing within 90 days of such finding.

19  
20                       (i) Provisional approval shall be limited to those programs that  
21                       substantially comply with all existing requirements for full approval.

22  
23                       (ii) A program applying for Board approval shall receive a finding of  
24                       provisional approval from the Board prior to enrollment and instruction  
25                       of students.

26  
27                       (iii) A program granted provisional approval shall immediately inform all  
28                       applicants and enrolling student of its provisional status and again prior  
29                       to the beginning of instruction. In addition, students shall be informed of  
30                       the potential for graduation while still under provisional status.

31  
32                       (iii) Within one year of granting provisional approval, the Board shall  
33                       conduct a final program site visit to ensure adherence to regulations and  
34                       shall be granted "full approval" status upon successful reporting of the  
35                       final site visit team to the Board.

36  
37       (3) For the application process for approval of stand-alone certification courses in  
38       radiation safety, infection control, coronal polishing, pit and fissure sealants,  
39       orthodontic assistant permit, and the dental sedation assistant permit:

40  
41               (A) The Board may approve or deny approval of an application.

42  
43               (B) A stand-alone certification course provider shall receive approval from the  
44               Board prior to enrollment and instruction of students.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (C)All stand-alone certification course providers shall sequence curriculum in  
3 such a manner so as to ensure that students become certified in basic life  
4 support (BLS) as required by 16 CCR 1016(b)(1)(C) of the California Code of  
5 Regulations prior to the beginning of the pre-clinical or clinical experiences.

6  
7 (D) Recertification intervals may not exceed two years.

8  
9 (4) In the event a course or program application is found to be deficient, such deficiency  
10 shall be sufficiently addressed and cleared by the applicant provider within 30 days from  
11 the date of the deficiency notification. Otherwise, the application may be withdrawn  
12 from consideration and a new application filing with fee may be required at the  
13 discretion of the Board.

14  
15 (A) In the event a subsequent deficiency is issued, the applicant provider shall  
16 have 30 days to clear the deficiency or the Board will withdraw such application  
17 from consideration.

18  
19 (B) In the event application requirements are not met upon issuance of a  
20 subsequent deficiency, the Board shall issue a denial of approval, and the  
21 applicant shall be subject to all application and fee requirements as a new  
22 applicant.

23  
24 (5) Each approved course or program shall be subject to audit of records or site  
25 evaluation and review by the Board at any time.

26 (6) A course or program shall provide the resources necessary to accomplish education as  
27 specified in this Article.

28 (7) Course and program providers shall be responsible for informing the Board, in  
29 writing, of any changes to the course or program content, physical facilities, increased  
30 total enrollment capacity, or change in Program Director personnel within 10 days of  
31 such changes.

32 (8) At no time shall a program or course provider advertise or represent itself to  
33 communities of interest as “pending approval” nor shall registration or enrollment of  
34 students begin until “provisional” status has been achieved and noticed in writing by the  
35 Board.

36 (9) The program or course provider shall evaluate all course and program faculty  
37 periodically utilizing student, administration, and peer evaluation to help identify areas  
38 of strengths and weaknesses for each instructor. The program or course provider shall  
39 communicate the evaluations to each faculty member.



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (c) Additional Board Actions. Board-approved registered dental assisting programs evaluated  
2 and found to be non-compliant with these regulations shall be placed on “probationary status”  
3 following notification of the evaluation findings. The program shall have 120 days to respond to  
4 the findings, demonstrate compliance, and take corrective action.

5  
6 (1) In the event the program remains on “probationary status” for more than 120 days  
7 without taking corrective action, or if the program is unable to satisfactorily address the  
8 required corrective action within the specified timeframe, the Board shall notify the  
9 program or institution of its intent to withdrawal approved status. Student enrollment  
10 shall be discontinued. The Board shall monitor the program until all students enrolled  
11 prior to the effective date of the withdrawal of approval are no longer enrolled.

12  
13 (2) Programs or courses who seek to voluntarily cancel their approved status due to a  
14 planned discontinuance, business closure, or program closure shall notify the Board no  
15 less than 90 days prior to such action. The Board shall monitor the program or course  
16 provider until all students enrolled prior to the effective date of the withdrawal of  
17 approval are no longer enrolled. Students completing the program shall be considered  
18 graduates of an approved program during this time.

19  
20 **(d) Qualifications for Program and Course Faculty and Instructional Staff.**

21  
22 (1) For stand-alone certificate courses, all faculty and instructional staff providing  
23 didactic, laboratory, pre-clinical, and clinical instruction shall meet and maintain, at  
24 minimum, the following qualifications:

25  
26 (A) Possess a valid, active California license to practice dentistry or registered  
27 dental assisting,-registered dental assisting in extended functions, dental  
28 sedation assisting, or orthodontic assisting for at least two years immediately  
29 preceding any provision of course instruction; or possess a valid, active California  
30 license to practice as a registered dental hygienist, registered dental hygienist in  
31 alternative practice, or registered dental hygienist in extended functions which  
32 was issued on or before December 31, 2005;

33  
34 (B) Provide pre-clinical and clinical instruction only in procedures within the  
35 scope of practice of their respective license or permit and shall have a  
36 background in and current knowledge of the subjects they are teaching and the  
37 educational theory and methodology consistent with their teaching assignment;

38  
39 (C) Prior to instruction, or within six months of initial hire, complete two hours of  
40 educational methodology or its equivalent as determined by the Board unless he  
41 or she holds any one of the following: a degree in education, a valid Ryan  
42 Designated Subjects Vocational Education Teaching Credential, a valid Standard  
43 Designated Subjects Teaching Credential, or a valid Community College Teaching  
44 Credential;

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (D) Certification in basic life support (BLS) as required by section 1016 (b)(1)(C)  
3 (recertification intervals may not exceed two years); and

4  
5 (E) Be calibrated in instruction and grading at least once per semester, quarter,  
6 or other regular interval instruction period used by the program.

7  
8 (2) For dental assisting and registered dental assisting programs and registered dental  
9 assisting programs with stand-alone certificate courses, all faculty and instructional staff  
10 providing didactic, laboratory, pre-clinical, and clinical instruction, except those serving  
11 as a clinical supervising dentist, shall meet and maintain, at minimum, the following  
12 qualifications:

13  
14 (A) Possess a valid, active California license to practice dentistry or registered  
15 dental assisting, registered dental assisting in extended functions, dental sedation  
16 assisting or orthodontic assisting for at least two years immediately preceding any  
17 provision of course instruction; or possess a valid, active California license to  
18 practice as a registered dental hygienist, registered dental hygienist in alternative  
19 practice, or registered dental hygienist in extended functions which was issued on  
20 or before December 31, 2005;

21  
22 (B) Shall possess at least two years of experience in the application of clinical  
23 chairside dental assisting;

24  
25 (C) Provide laboratory, pre-clinical, and clinical instruction only in procedures  
26 within the scope of practice of their respective license or permit and demonstrate  
27 to the program expertise in each subject area for which they are teaching;

28  
29 (D) Prior to instruction, or within six months of initial hire, complete 30 hours of  
30 educational methodology unless he or she holds any one of the following: a  
31 degree in education, a valid Ryan Designated Subjects Vocational Education  
32 Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or,  
33 a valid Community College Teaching Credential; and

34  
35 (E) Be calibrated in instruction and grading at least once per semester, quarter, or  
36 other regular interval instruction period used by the program.

37  
38 (3) For registered dental assisting in extended functions programs, all faculty and  
39 instructional staff providing didactic, laboratory, pre-clinical and clinical instruction,  
40 except those serving as a clinical supervising dentist, shall meet and maintain, at  
41 minimum, the following qualifications:

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (A) Possess a valid, active California license to practice dentistry or registered  
2 dental assisting in extended functions for at least two years immediately  
3 preceding any provision of course instruction;  
4

5 (B) Shall possess at least two years of experience working as an RDAEF in a clinical  
6 setting;  
7

8 (C) Provide laboratory, pre-clinical and clinical instruction only in procedures  
9 within the scope of practice of their respective license or permit and shall have a  
10 background in and current knowledge of the subjects they are teaching and the  
11 educational theory and methodology consistent with their teaching assignment;  
12

13 (D) Prior to instruction, or within six months of initial hire, complete six hours of  
14 educational methodology unless he or she holds any one of the following: a  
15 degree in education, a valid Ryan Designated Subjects Vocational Education  
16 Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or,  
17 a valid Community College Teaching Credential; and  
18

19 (E) Be calibrated in instruction and grading by the program director at least once  
20 per semester, quarter, or other regular interval instruction period used by the  
21 program.  
22

23 (4) In accordance with Business and Professions Code section 1907(b), a registered  
24 dental hygienist shall be deemed qualified to teach in a course or program only if  
25 licensure as a registered dental hygienist was obtained prior to January 1, 2006.  
26 Otherwise, licensure as a registered dental assistant shall be required prior to instruction  
27 in the program.  
28

29 **(e) Qualifications and Responsibilities of Stand-Alone Course Directors.**  
30

31 (1) On or after [the effective date of these regulations – OAL to insert date], the course  
32 director of a stand-alone certificate course shall possess, at minimum, the following  
33 qualifications:  
34

35 (A) Possess a valid, active California license to practice dentistry or registered  
36 dental assisting or registered dental assisting in extended functions for at least  
37 two years immediately preceding any provision of course instruction; or possess  
38 a valid, active California license to practice as a registered dental hygienist,  
39 registered dental hygienist in alternative practice, or registered dental hygienist  
40 in extended functions which was issued on or before December 31, 2005;  
41

42 (B) Provide pre-clinical and clinical instruction only in procedures within the  
43 scope of practice of their respective license or permit and shall have a

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 background in and current knowledge of the subjects they are teaching and the  
2 educational theory and methodology consistent with their teaching assignment;  
3

4 (C) Prior to instruction, or within six months of initial hire, complete two hours of  
5 educational methodology unless he or she holds any one of the following: a  
6 degree in education, a valid Ryan Designated Subjects Vocational Education  
7 Teaching Credential, a valid Standard Designated Subjects Teaching Credential,  
8 or, a valid Community College Teaching Credential.  
9

10 (2) A course director shall actively participate in and be responsible for the following  
11 responsibilities:  
12

13 (A) The implementation and maintenance of all applicable statutory and  
14 regulatory requirements;  
15

16 (B) Ensuring all faculty and instructional staff complete or show evidence of  
17 completion of educational methodology courses equaling two hours of training  
18 prior to instruction, or within six months of initial hire unless he or she holds any  
19 one of the following: a degree in education, a valid Ryan Designated Subjects  
20 Vocational Education Teaching Credential, a valid Standard Designated Subjects  
21 Teaching Credential, or, a valid Community College Teaching Credential;  
22

23 (C) Maintaining for a period of not less than five years copies of curricula,  
24 program outlines, course goals and objectives, grading criteria, copies of  
25 faculty/staff credentials, licenses, and certificates, and individual student  
26 records, including those necessary to establish satisfactory completion of the  
27 course;  
28

29 (D) Informing the Board of any major change to the course including without  
30 limitation, changes to course content, physical facilities including the use of  
31 extramural facilities, faculty or instructional staff, ownership, or intent to  
32 conclude business operations within 10 days of the change; and  
33

34 (E) Ensuring all faculty and staff are calibrated in curriculum, instructional  
35 methods and grading criteria at least once per semester, quarter, or other  
36 regular interval instruction period used by the program.  
37

38 **(f) Qualifications and Responsibilities of Program Directors.**  
39

40 (1) On or after the effective date of these regulations (insert date), the program director  
41 of a registered dental assisting program, registered dental assisting programs offering  
42 stand-alone certificate courses or registered dental assisting in extended functions  
43 program shall possess, at minimum, the following qualifications:  
44

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (A) Possess a valid, active California license to practice dentistry or registered  
2 dental assisting or registered dental assisting in extended functions for at least  
3 two years immediately preceding any provision of program instruction;  
4

5 (B) Provide pre-clinical and clinical instruction only in procedures within the  
6 scope of practice of their respective license or permit and shall have a  
7 background in and current knowledge of the subjects they are teaching and the  
8 educational theory and methodology consistent with their teaching assignment;  
9

10 (C) Possess at least three years of experience in the application of clinical  
11 chairside dental assisting involving four-handed dentistry; and  
12

13 (D) Complete and show evidence of completion of educational methodology  
14 coursework as required by subsections i-ii below prior to instruction, or within  
15 six (6) months of initial hire unless he or she holds any one of the following: a  
16 degree in education, a valid Ryan Designated Subjects Vocational Education  
17 Teaching Credential, a valid Standard Designated Subjects Teaching Credential,  
18 or, a valid Community College Teaching Credential.  
19

20 i. 30 hours for dental assisting programs, registered dental assisting  
21 programs, and registered dental assisting programs with stand-alone  
22 certificate courses; or  
23

24 ii. Six hours for registered dental assisting in extended functions  
25 programs.  
26

27 (2) The program director shall actively participate in and be responsible for the  
28 following:  
29

30 (A) Implementing and complying with all applicable statutory and regulatory  
31 requirements;  
32

33 (B) Ensuring that all faculty and instructional staff complete or show evidence of  
34 completion of educational methodology courses as defined herein immediately  
35 preceding provision of course instruction and maintaining evidence of  
36 compliance;  
37

38 (C) Maintaining for a period of not less than five years after the course is offered,  
39 copies of curricula, program outlines, objectives, grading criteria, copies of  
40 faculty/staff credentials, licenses, and certifications, and individual student  
41 records, including those necessary to establish satisfactory completion of the  
42 program;  
43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (D) Informing the Board of any major change to the program including without  
2 limitation, changes to theoretical content, physical facilities including the use of  
3 extramural facilities, faculty or instructional staff, ownership, or intent to  
4 conclude business operations within 10 days of the change;

5  
6 (E) Ensuring all faculty and staff are calibrated in curriculum, instructional  
7 methods, and grading criteria at least once per semester, quarter, or other  
8 regular interval instruction period used by the program.; and

9  
10 (F) Ensuring opportunities have been provided by the institution or program for  
11 faculty and instructional staff of a program to continue their professional  
12 development in order to stay current with advancing technologies and  
13 educational theory. The program director shall ensure that time and budget  
14 allocations are provided by the institution or program for professional  
15 association activities, continuing education, or practical experiences related to  
16 dental assisting education.

17  
18 (g) **Facilities and Equipment.** The facilities of all programs and courses shall provide each student  
19 with sufficient opportunity, with instructor supervision, to develop minimum competency in all  
20 duties for which the program or course is approved to instruct.

21  
22 (1) Facilities and equipment shall be maintained and updated to ensure instruction using  
23 contemporary equipment occurs.

24  
25 (2) All radiographic equipment and facilities shall follow the 17 CCR 30100 et seq. and 17  
26 CCR 30400 et seq. regarding requirements for radiologic equipment and facilities.

27  
28 (3) In addition, a facility shall have all of the following:

29  
30 (A) A lecture classroom or the capability to facilitate distance learning modalities,  
31 a lab area, a clinical area, a central sterilization area, and a radiology area for use  
32 by the students.

33  
34 (B) Operatories shall be sufficient in number to allow a ratio of at least one  
35 operatory for every six students who are simultaneously engaged in clinical  
36 instruction.

37  
38 (C) Each operatory shall contain functional equipment, including a power-operated  
39 chair for patient or simulation-based instruction in a supine position, dental units  
40 and mobile stools for the operator and the assistant which are designed for the  
41 application of current principles of dental assistant utilization, air-water syringe,  
42 adjustable overhead patient light, oral evacuation equipment, work surface,  
43 handpiece connection, and hand hygiene area.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (D) Each operatory shall be of sufficient size to simultaneously accommodate one  
3 student, one instructor, and one patient or student partner.

4  
5 (E) Access by all students to equipment necessary to develop dental assisting skills  
6 in each designated duty.

7  
8 (F) Infection control equipment shall be provided according to the requirements of  
9 section 1005.

10  
11 **(h) Minimum Standards for Health and Safety.** All programs and courses shall establish written  
12 laboratory, preclinical, and clinical protocols including mechanisms to ensure the health and  
13 safety of faculty and students and the management of emergencies.

14  
15 (1) Written protocols for handling emergencies shall be provided to all students, faculty,  
16 and appropriate staff. All students and faculty shall have access to a resource notebook  
17 to include the Safety Data Sheets for all materials and chemicals used in the program or  
18 course.

19  
20 (2) Emergency equipment shall include an oxygen delivery system and first aid kits readily  
21 accessible and fully functional within the area(s) of instruction. Additional emergency  
22 equipment may be onsite as deemed appropriate and in compliance with individual  
23 institutional guidelines, where applicable.

24  
25 (3) Students, faculty and appropriate support staff shall be encouraged to be immunized  
26 against and/or tested for infectious diseases in accordance with current Centers for  
27 Disease Control and Prevention guidelines for Dental Healthcare Professionals, prior to  
28 contact with patients and/or infectious objects or materials, to minimize the risk to  
29 patients and personnel.

30  
31 **(i) Curriculum Organization, Competency and Learning Resources.** The organization of the  
32 curriculum for all courses and programs shall be flexible, creating opportunities for adjustments  
33 to and research of advancements and emerging technologies in the profession of dental assisting  
34 as provided in this Article. The dental assisting program must have a formal written curriculum  
35 management plan which includes:

36  
37 (1) An ongoing curriculum review and evaluation process with input from faculty,  
38 students, administration and other appropriate sources;

39 (2) Evaluation of the effectiveness of all courses as they support the program's goals and  
40 competencies;

41 (3). A defined mechanism for coordinating instruction among dental assisting program  
42 faculty;

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (4) Curriculum that provides students with an understanding of all procedures as provided  
3 in each Section of this Article and an ability to perform each procedure with competence;  
4

5 (5) The sequencing of curriculum in such a manner as to ensure that students become  
6 certified in basic life support (BLS) as required by section 1016(b)(1)(C) prior to pre-clinical  
7 or clinical experiences, wherein recertification intervals may not exceed two years;  
8

9 (6) Remediation procedures and a policy outlining guidelines for students who fail to  
10 successfully complete the course or program.  
11

12 (7) A course syllabus provided to students that contains:  
13

14 (A) A course title, course number or identifier, course description, course hours,  
15 assignments, all faculty names, and contact information;  
16

17 (B) Course content outline including topics to be presented;  
18

19 (C) Specific instructional objectives including competency statement for each topic  
20 presented;  
21

22 (D) Learning experiences with associated assessment mechanisms;  
23

24 (E) Course or program schedule including time allocated for didactic, laboratory or  
25 preclinical, and clinical learning experiences;  
26

27 (F) Specific evaluation criteria for final course-grade calculating which includes  
28 competency evaluations and rubrics, and  
29

30 (G) A remediation policy and procedures.  
31

32 (8) A course outline provided to students that contains:  
33

34 (A) Specific performance objectives and the evaluation criteria used for all  
35 assessments of laboratory, pre-clinical, and clinical experiences;  
36

37 (B) The minimum number of satisfactory performances in each evaluated area  
38 necessary for program or course success; and  
39

40 (C) The minimum standards for performance in each evaluated area, the grading  
41 criteria, and the protocols or procedures that may cause the student to fail the task  
42 or procedure.  
43



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       (9) Access by students to dental and medical reference textbooks, electronic and internet  
2       resources, current scientific journals, audiovisual materials and other relevant resources.

3  
4       (j) Didactic Instruction. All didactic instruction shall meet the content and hours requirements of  
5       each Section within this Article.

6  
7       (1) The total required didactic hours of a program or course may be delivered through in-  
8       person, hybrid, or online instruction. Online learning shall be overseen by faculty with  
9       experience and education in online learning formats and electronic delivery of curriculum  
10       content.

11  
12               (A) All students shall have access to the course’s hazardous waste management  
13               plan for the disposal of needles, cartridges, and medical waste.

14  
15               (B) All students shall have access to the course’s clinic and radiation hazardous  
16               communication plan.

17  
18               (C) All students shall receive a copy of the course’s bloodborne and infectious  
19               diseases exposure control plan, which shall include emergency exposure  
20               information.

21  
22               (D) All instructional staff and faculty of programs and courses shall review  
23               emergency management protocols at least annually during staff calibration  
24               meetings to ensure consistency and compliance and such meetings shall be  
25               documented and maintained by the course or program director for a period for no  
26               less than five years after review occurs.

27  
28       (k) Clinical Instruction. Unless otherwise stated herein, clinical instruction shall be of sufficient  
29       duration to allow the procedures to be performed to minimum clinical competency.

30  
31       (1) Prior to demonstrating clinical competencies, patient-based assignments, and  
32       externships, students shall demonstrate minimum competence in laboratory or preclinical  
33       performance of each procedure they will be expected to perform in their clinical  
34       experiences.

35  
36       (2) Each program or course provider utilizing a dental clinic or dental practice as an  
37       extramural dental facility for the purposes of clinical training shall have a contract of  
38       affiliation completed and retained for a period of at least five years from the date the  
39       contract is entered into and made available upon site evaluation by the Board. Such  
40       written contract shall include a description of the settings in which the clinical training  
41       may be received and shall provide for direct supervision of such training by qualified  
42       course faculty and the supervising licensed dentist of the facility.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (3) The program or course director, or a designated faculty member, shall be responsible  
2 for selecting extramural clinical facilities and evaluating student competence before,  
3 during, and after the clinical assignment.  
4

5 (4) Prior to student assignment in an extramural clinical facility, the program or course  
6 director, or a designated faculty or instructional staff member, shall make available to all  
7 extramural staff information that shall include, at a minimum, the objectives of the  
8 program or course, the student's preparation for the clinical assignment, and a review of  
9 procedures and criteria to be used by the dentist or the licensed personnel in the  
10 extramural dental facility in evaluating the student during the assignment.  
11

12 (5) Prior to clinical experiences on any subject, including student partners, the patient  
13 shall complete a health history and consent acknowledging the procedure is being  
14 performed by a student of the course or program. Such documentation shall be  
15 maintained by the clinical facility.  
16

17 (6) In accordance with Business and Professions Code Section 1626.1, the operations by  
18 bona fide students enrolled in a Board-approved course or educational program in  
19 registered dental assisting or registered dental assisting in extended functions, whereby  
20 the performance of clinical procedures are a required element and that are under the  
21 general programmatic and academic supervision of that educational program or course,  
22 are exempt from the laws prohibiting the unlicensed practice of dentistry until such time  
23 as all clinical requirements of the program or course have been completed or upon  
24 graduation. This provision shall be clearly stated in all contracts of affiliation issued to  
25 extramural facilities and to all supervising dentists prior to the utilization of enrolled  
26 students in a clinical setting.  
27

28 (l) **Recordkeeping.** Unless otherwise provided, all course and program directors shall be  
29 responsible to obtain and maintain the following records for a period of not less than five years:  
30

31 (1) A copy of each approved curriculum including a course/program syllabus and  
32 course/program outline(s);  
33

34 (2) A copy of institutional grading policies, rubrics used for student evaluation, and  
35 procedures for evaluating competency;  
36

37 (3) Evidence of department meetings and faculty calibration meetings to be held at least  
38 once per semester, quarter, or other regular interval instruction period used by the  
39 program, and evidence of faculty credentials, licenses, and certificates;  
40

41 (4) For RDA programs only, minutes of all advisory board meetings, to include the  
42 recording of attendance at the meeting;  
43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       (5) Individual student records, including those necessary to establish satisfactory  
2       completion of the course or program; and

3  
4       (6) A copy of all certificates issued at the time of completion of the course or program.

5  
6       **(m) Certificate of Completion as Prescribed by the Board.** All course providers and programs shall  
7       issue an original certificate of completion which shall have been approved by the Board at the  
8       time of course and program application for approval. In accordance with 16 CC 1070(l) providers  
9       shall retain hard copy or electronic copy of records of course or program completion for five years  
10       from the date of completion and provide records upon written request by the Board within 30  
11       days. Only after a student has demonstrated successful completion of all educational  
12       requirements and final examinations in accordance with each Section of this Article shall a  
13       program or course issue a certificate of completion, which shall contain the following:

14  
15       (1) The student’s name, the provider name, the provider’s location, the provider’s approval  
16       number issued by the board, the course or program name, the number of course hours  
17       completed, and the date of course completion,

18  
19       (2) An authorizing signature of the provider or the providing entity and a statement that  
20       reads: “All of the information contained on this certificate is truthful and accurate.”

21  
22       (3) A statement on each certification that reads: “This Certificate of Completion does  
23       not constitute authorization for the attendee to perform any services that the attendee  
24       is not legally authorized to perform based on the attendee’s license or permit type.”

25  
26       (4) The Board shall issue an individual provider number to all approved dental assisting  
27       stand-alone courses and programs.

28  
29       (5) For coursework in radiation safety, infection control coronal polish, pit and fissure  
30       sealant, and the Act completed by students of a registered dental assisting program who,  
31       with or without graduation, successfully completes the educational requirements for each  
32       subject as part of the program curriculum, the program shall issue such certificates of  
33       completion. The Board shall recognize certificates of completion issued by the program as  
34       equivalent to having completed a stand-alone course.

35  
36       **(n) Appeal Process for a Denied Application for Approval.** The Board may deny or withdraw its  
37       approval of a course or program. If the Board denies or withdraws approval, the reasons for  
38       withdrawal or denial will be provided in writing to the provider within ninety (90) days.

39  
40       (1) Any course or program provider for whom approval is denied or withdrawn shall be  
41       granted an informal conference before the Executive Officer or his or her designee, prior  
42       to the effective date of such action. The course provider shall be given at least ten (10)

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 days' notice of the time and place of such informal conference and the specific grounds  
2 for the proposed action.

3  
4 (2) The course provider may appeal the denial or withdrawal of approval by either:

5  
6 (A) Appearing at the informal conference. The Executive Officer shall notify the  
7 course or program provider of the final decision of the Board within ten days of  
8 the informal conference. Based on the outcome of the informal conference, the  
9 provider may then request a hearing to contest the Board's final decision. A  
10 provider shall request a hearing by written notice to the Board within thirty (30)  
11 calendar days of the postmark date of the letter of the Board's final decision after  
12 informal conference. Hearings shall be held pursuant to the provisions of Chapter  
13 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the  
14 Government Code; or

15  
16 (B) Notifying the Board, in writing, of the program or course provider's election  
17 to forego the informal conference and to proceed with a hearing pursuant to the  
18 provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3  
19 of Title 2 of the Government Code. Such notification shall be made to the Board  
20 before the date of the informal conference.

21  
22 ~~(a) (1) The criteria in subdivisions (b) to (j), inclusive, shall be met by a dental assisting~~  
23 ~~program or course and all orthodontic assisting and dental sedation assisting permit~~  
24 ~~programs or courses to secure and maintain approval by the Board as provided in this~~  
25 ~~Article.~~

26  
27 ~~(2) The Board may approve, provisionally approve, or deny approval of any program or~~  
28 ~~course for which an application to the Board for approval is required. All Registered~~  
29 ~~Dental Assistant (RDA) and Registered Dental Assistant in Extended Functions (RDAEF)~~  
30 ~~programs and dental assisting educational courses shall be re-evaluated approximately~~  
31 ~~every seven years, but may be subject to re-evaluation and inspection by the Board at~~  
32 ~~any time to review and investigate compliance with this Article and the Dental Practice~~  
33 ~~Act (Act). Re-evaluation may include a site visit or written documentation that ensures~~  
34 ~~compliance with all regulations. Results of re-evaluation shall be reported to the Board~~  
35 ~~or its designee for final consideration and continuance of program or course approval,~~  
36 ~~provisional approval or denial of approval.~~

37  
38 ~~(3) Program and course records shall be subject to inspection by the Board at any time.~~

39  
40 ~~(4) The Board may withdraw approval at any time that it determines that a program or~~  
41 ~~course does not meet the requirements of this Article or any other requirement in the~~  
42 ~~Act.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       ~~(5) All programs and courses shall be established at the postsecondary educational level~~  
2       ~~or deemed equivalent thereto by the Board.~~

3  
4       ~~(6) The Board or its designee may approve, provisionally approve, or deny approval to~~  
5       ~~any such program. Provisional approval shall not be granted for a period which exceeds~~  
6       ~~the length of the program. When the Board provisionally approves a program, it shall~~  
7       ~~state the reasons therefore. Provisional approval shall be limited to those programs~~  
8       ~~which substantially comply with all existing standards for full approval. A program given~~  
9       ~~provisional approval shall immediately notify each student of such status. If the Board~~  
10       ~~denies approval of a program, the specific reasons therefore shall be provided to the~~  
11       ~~program by the Board in writing within 90 days after such action.~~

12  
13       ~~(b) The program or course director shall possess a valid, active, and current license issued by~~  
14       ~~the Board or the dental hygiene committee. The program or course director shall actively~~  
15       ~~participate in and be responsible for the administration of the program or course. Specifically,~~  
16       ~~the program or course director shall be responsible for the following requirements:~~

17  
18               ~~(1) Maintaining for a period of not less than five years copies of curricula, program~~  
19               ~~outlines, objectives, and grading criteria, and copies of faculty credentials, licenses, and~~  
20               ~~certifications, and individual student records, including those necessary to establish~~  
21               ~~satisfactory completion of the program or course.~~

22  
23               ~~(2) Informing the Board of any major change to the program or course content, physical~~  
24               ~~facilities, or faculty, within 10 days of the change.~~

25  
26               ~~(3) Ensuring that all staff and faculty involved in clinical instruction meet the~~  
27               ~~requirements set forth in this Article.~~

28  
29       ~~(c) Course faculty and instructional staff shall be authorized to provide instruction by the~~  
30       ~~program or course director at the educational facility in which instruction is provided.~~

31  
32       ~~(d) No faculty or instructional staff member shall instruct in any procedure that he or she does~~  
33       ~~not hold a license or permit in California to perform. Each faculty or instructional staff member~~  
34       ~~shall possess a valid, active, and current license issued by the Board or the Dental Hygiene~~  
35       ~~Committee of California, shall have been licensed or permitted for a minimum of two years, and~~  
36       ~~possess experience in the subject matter he or she is teaching. An instructor who has held a~~  
37       ~~license as a registered dental assistant or registered dental assistant in extended functions for~~  
38       ~~at least two years, who then becomes a permit holder as an Orthodontic Assistant on or after~~  
39       ~~January 1, 2010, shall not be required to have held such a permit for two years in order to~~  
40       ~~instruct in the subject area.~~

41  
42       ~~(e) A certificate, diploma, or other evidence of completion shall be issued to each student who~~  
43       ~~successfully completes the program or course and shall include the following: the student's~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 name, the name of the program or course, the date of completion, and the signature of the  
2 program or course director or his or her designee.

3  
4 ~~(f) Facilities and class scheduling shall provide each student with sufficient opportunity, with  
5 instructor supervision, to develop minimum competency in all duties for which the program or  
6 course is approved to instruct.~~

7  
8 ~~(1) The location and number of general use equipment and armamentaria shall ensure  
9 that each student has the access necessary to develop minimum competency in all of  
10 the duties for which the program or course is approved to instruct. The program or  
11 course provider may either provide the specified equipment and supplies or require that  
12 the student provide them. Nothing in this Section shall preclude a dental office that  
13 contains the equipment required by this Section from serving as a location for  
14 laboratory instruction.~~

15  
16 ~~(2) Clinical instruction shall be of sufficient duration to allow the procedures to be  
17 performed to clinical proficiency. Operatories shall be sufficient in number to allow a  
18 ratio of at least one operatory for every five students who are simultaneously engaged  
19 in clinical instruction.~~

20  
21 ~~(A) Each operatory shall contain functional equipment, including a power-  
22 operated chair for patient or simulation based instruction in a supine position,  
23 operator and assistant stools, air-water syringe, adjustable light, oral evacuation  
24 equipment, work surface, handpiece connection, and adjacent hand-washing  
25 sink.~~

26  
27 ~~(B) Each operatory shall be of sufficient size to simultaneously accommodate one  
28 student, one instructor, and one patient or student partner.~~

29  
30 ~~(C) Prior to clinical assignments, students shall demonstrate minimum  
31 competence in laboratory or preclinical performance of the procedures they will  
32 be expected to perform in their clinical experiences.~~

33  
34 ~~(g) The program or course shall establish written clinical and laboratory protocols that comply  
35 with the Board's Minimum Standards for Infection Control (Cal. Code Regs., Title 16, Section  
36 1005) and other federal, state, and local requirements governing infection control. The program  
37 or course shall provide these protocols to all students, faculty, and instructional staff to ensure  
38 compliance. Adequate space shall be provided for handling, processing, and sterilizing all  
39 armamentarium.~~

40  
41 ~~(h) A written policy on managing emergency situations shall be made available to all students,  
42 faculty, and instructional staff. All faculty and staff involved in the direct oversight of patient  
43 care activities shall be certified in basic life support procedures, including cardiopulmonary  
44 resuscitation. Recertification intervals may not exceed two years. The program or course~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~director shall ensure and document compliance by faculty and instructional staff. A program or~~  
2 ~~course shall sequence curriculum in such a manner so as to ensure that students complete~~  
3 ~~instruction in basic life support prior to performing procedures on patients used for clinical~~  
4 ~~instruction and evaluation.~~

5  
6 ~~(i) A detailed program or course outline shall clearly state, in writing, the curriculum subject~~  
7 ~~matter, hours of didactic, laboratory, and clinical instruction, general program or course~~  
8 ~~objectives, instructional objectives, theoretical content of each subject, and, where applicable,~~  
9 ~~the use of practical application. Objective evaluation criteria shall be used for measuring~~  
10 ~~student progress toward attainment of specific program or course objectives. Students shall be~~  
11 ~~provided with all of the following:~~

12  
13 ~~(1) Specific performance objectives and the evaluation criteria used for measuring levels~~  
14 ~~of competence for each component of a given procedure including those used for~~  
15 ~~examinations.~~

16  
17 ~~(2) Standards of performance that state the minimum number of satisfactory~~  
18 ~~performances that are required for each performance-evaluated procedure.~~

19  
20 ~~(3) Standards of performance for laboratory, preclinical, and clinical functions, those~~  
21 ~~steps that would cause the student to fail the task being evaluated, and a description of~~  
22 ~~each of the grades that may be assigned during evaluation procedures.~~

23  
24 ~~(j) (1) If an extramural dental facility is utilized, students shall, as part of an extramural~~  
25 ~~organized program of instruction, be provided with planned, supervised clinical~~  
26 ~~instruction. Laboratory and preclinical instruction shall be performed under the direct~~  
27 ~~supervision of program or course faculty or instructional staff and shall not be provided~~  
28 ~~in an extramural dental facility.~~

29  
30 ~~(2) The program or course director, or a designated faculty member, shall be responsible~~  
31 ~~for selecting extramural dental facility and evaluating student competence before and~~  
32 ~~after the clinical assignment.~~

33  
34 ~~(3) Prior to student assignment in an extramural dental facility, the program or course~~  
35 ~~director, or a designated faculty or instructional staff member, shall orient dentists and~~  
36 ~~all licensed dental healthcare workers who may provide instruction, evaluation, and~~  
37 ~~oversight of the student in the clinical setting. Orientation shall include, at a minimum,~~  
38 ~~the objectives of the program or course, the student's preparation for the clinical~~  
39 ~~assignment, and a review of procedures and criteria to be used by the dentist or the~~  
40 ~~licensed personnel in the extramural dental facility in evaluating the student during the~~  
41 ~~assignment, which shall be the same as the evaluation criteria used within the program~~  
42 ~~or course.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(4) There shall be a written contract of affiliation between the program and each~~  
2 ~~extramural dental facility that includes written affirmation of compliance with the~~  
3 ~~regulations of this Article.~~

4  
5 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1750,  
6 1750.2, 1750.4, 1752.1, 1752.4, 1752.6 and 1753, Business and Professions Code.

7  
8 **§ 1070.1. Educational Program and Course Definitions and Instructor Ratios.**

9 As used in this Article, the following definitions shall apply:

10  
11 (a) "Clinical instruction" means instruction in which students receive supervised  
12 experience in performing procedures in a clinical setting on patients. Clinical procedures  
13 shall only be allowed upon successful demonstration and evaluation of laboratory and  
14 preclinical skills. There shall be at least one instructor for every six students who are  
15 simultaneously engaged in clinical instruction.

16  
17 (b) "Didactic instruction" means lectures, demonstrations, and other instruction  
18 involving theory that may or may not involve active participation by students. The  
19 faculty or instructional staff of an educational institution or approved provider may  
20 provide didactic instruction via electronic media, home study materials, or live lecture  
21 modality.

22  
23 (c) "Extramural dental facility" means any clinical facility utilized by a Board-approved  
24 dental assisting educational program or course for instruction in dental assisting that  
25 exists outside or beyond the walls, boundaries or precincts of the primary location of  
26 the Board-approved program or course and in which dental treatment is rendered.

27  
28 (d) "Laboratory instruction" means instruction in which students receive supervised  
29 experience performing procedures using study models, ~~mannequin~~ manikins, or other  
30 simulation methods. There shall be at least one instructor for every ~~14~~12 students who  
31 are simultaneously engaged in laboratory instruction.

32  
33 (e) "Pre-clinical instruction" means instruction in which students receive supervised  
34 experience within the educational facilities performing procedures on ~~simulation~~ patient  
35 replica devices or patients which are limited to students partners, faculty, or  
36 instructional staff members. There shall be at least one instructor for every six students  
37 who are simultaneously engaged in pre-clinical instruction.

38  
39 (f) "Simulated clinical instruction" means instruction in which students receive  
40 supervised experience performing procedures using ~~simulated~~ replica patient heads  
41 mounted in appropriate position and accommodating an articulated typodont in an  
42 enclosed intraoral environment, or mounted on a dental chair in a dental operatory.  
43 Clinical simulation spaces shall be sufficient to permit one ~~simulation~~ work space for  
44 each two (2) students at any one time.



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (g) “Instructional staff” refers non-faculty qualified employees of a program or course  
3 who provide instruction in dental assisting course or program content consistent with  
4 the course or program regulations.

5  
6 (h) “Educational methodology” refers to various courses of study that include, but are  
7 not limited to, the principles and methods used for instruction, assessment and  
8 evaluation.

9  
10  
11 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1750,  
12 1750.2, 1750.4, 1752.1, 1752.4, 1752.6 and 1753, Business and Professions Code.

13  
14 **§ 1070.2. Approval of Board-Approved Registered Dental Assistant Educational Programs**  
15 **Requirements.**

16  
17 (a) All Registered Dental Assistant (RDA) programs in California shall apply for and receive, at  
18 minimum, provisional approval prior to operation and in compliance with Sections 1070 and  
19 1070.1.

20  
21 (b) A registered dental assistant program provider applying for approval shall submit to the Board  
22 a completed “Application for Registered Dental Assistant (RDA) Program Provider Approval”  
23 (New 12/2020), which is hereby incorporated by reference, accompanied by the designated, non-  
24 refundable fee as defined in Section 1022.

25  
26 (c) New programs approved by the American Dental Association, Commission on Dental  
27 Accreditation (Commission) prior to submission of an application for approval by the Board may  
28 submit proof of approved status by the Commission, an electronic copy of the institutional self-  
29 study in addition to the application requirements set forth in this Section.

30  
31 (d) **General Provisions.** In order for a registered dental assistant program to secure and maintain  
32 approval by the Board, it shall establish and continually adhere to the requirements of Sections  
33 1070 and 1070.1. In addition:

34  
35 (1) A program shall notify the Board, in writing, if it wishes to increase the maximum  
36 student enrollment for which it is approved and shall provide documentation to the Board  
37 to reapprove the program for the increased enrollment prior to accepting additional  
38 students.

39  
40 (2) The program shall establish goals and objectives that measure instructional  
41 effectiveness through ongoing planning and outcome assessments that are documented  
42 and annually reviewed. Findings and conclusions of the assessments are used by the  
43 program for program improvement and revisions to the overall planning and outcomes  
44 assessment.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (3) Programs shall establish and maintain an advisory committee comprised of practicing  
3 dentists and clinical dental assistants, all currently licensed by the Board. In addition,  
4 consideration shall be given to appointing a student, a recent graduate, or a public  
5 representative to serve on the advisory committee.

6  
7 (A) The advisory committee shall meet at least once each academic year with the  
8 program director, faculty, and appropriate institutional personnel to monitor the  
9 ongoing quality and performance of the program.

10  
11 (B) The advisory committee shall review the program’s goals, objectives, and  
12 overall effectiveness.

13  
14 (4) The program director and faculty shall ensure a form of governance that allows  
15 participation in the program and institution’s decision-making process by the advisory  
16 committee. The program director shall be consulted by the committee when matters  
17 directly related to the program are considered by a committee that does not include  
18 program faculty.

19  
20 (5) The program shall have sufficient financial resources available to support the program  
21 and to comply with this Section.

22  
23 (6) If the program or institution requires approval by any other governmental agency, that  
24 approval shall be obtained prior to application to the Board for approval and shall be  
25 maintained at all times. The failure to maintain that approval may result in the automatic  
26 withdrawal of Board approval of the program.

27  
28 **(e) Program Directors of Registered Dental Assisting Programs.**

29  
30 (1) The Program Director shall have a full time commitment to no more than one  
31 institution as a director. The Program Director shall not have full time instructor or  
32 administrator responsibilities. The program director’s teaching contact hours and  
33 program responsibilities shall be less than a full-time instructor who does not have  
34 administrative responsibilities and he or she shall be given time to fulfill assigned  
35 administrative responsibilities. In addition to the requirements of 16 CCR 1070,  
36 regarding the qualification and responsibilities of the program director, the program  
37 director shall have the authority and responsibilities for:

38  
39 (A) Budget preparation

40  
41 (B) Fiscal administration

42  
43 (C) Curriculum development and coordination  
44

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (D) Selection and recommendation of individuals for faculty appointment and  
2           promotion

3  
4           (E) Supervision and evaluation of faculty

5  
6           (F) Determining faculty teaching assignments and schedules

7  
8           (G) Determining admissions criteria and procedures

9  
10          (H) Scheduling use of program facilities

11  
12          (I) Development and responsibilities to maintain compliance and documentation

13  
14   **(f) Facilities, Equipment and Resources.** The program shall provide all necessary equipment  
15 specific to the current duties and functions of dental assisting and registered dental assistant  
16 duties (with the exception of duties pertaining to patient monitoring) and shall be able to  
17 demonstrate how the equipment shall be utilized during laboratory, preclinical, and clinical  
18 instruction as appropriate to each type of session.

19  
20           (1) The following are minimum requirements for equipment and armamentaria during  
21 laboratory, preclinical, and clinical sessions as appropriate to each type of session:  
22 amalgamator, model trimmers in the ratio of one for every seven students, dental rotary  
23 equipment in the ratio of one for every three students, vibrators in the ratio of one for  
24 every three students, light curing devices in the ratio of one for every operator, functional  
25 typodonts and bench mounts in the ratio of one for every two students, functional  
26 orthodontically banded typodonts in the ratio of one for every four students, facebows in  
27 the ratio of one for every ten students, automated blood pressure device,  
28 electrocardiogram (EKG) machine, pulse oximeters in the ratio of one for every ten  
29 students, capnograph or simulated device, one set of hand instruments in the ratio of one  
30 set for every two students for each procedure, respiration device, camera for intraoral use,  
31 camera for extraoral use, computer aided drafting (CAD) machine or simulated device,  
32 caries detection device in the ratio of one for every ten students, and all other equipment  
33 and armamentaria required to teach dental assistant and registered dental assistant  
34 duties. With the exception of a CAD machine and patient monitoring equipment specific  
35 to EKG machine, pulse oximeter, and capnograph, the program shall own the necessary  
36 equipment and have it readily available upon inspection. Patient monitoring equipment  
37 owned by the institution and utilized by more than one program within the institution  
38 premises is acceptable and may be used by the RDA program as needed for instruction.  
39 Instruction by a licensed healthcare provider is acceptable. In the event instruction in  
40 patient monitoring procedures and use of the CAD machine is provided by an outside  
41 provider, the RDA program shall not be required to have available or own patient  
42 monitoring equipment or CAD machine.

43  
44           (2) The program shall demonstrate how the equipment and armamentaria ratios

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 established successfully support the total number of enrolled students of each class.

2  
3 (3) Instruments shall be provided to accommodate students' needs in learning to identify,  
4 exchange, prepare procedural trays and assist in procedures as they relate to general and  
5 specialty dentistry.

6  
7 (4) Provision shall be made for reasonable access to current and diverse dental assisting  
8 and multidisciplinary literature including reference texts, current journals, audiovisual  
9 materials, and other resources necessary to support teaching, student learning needs,  
10 services and research. Library holdings, which may include access through the Internet,  
11 shall include materials relating to all subject areas of the program curriculum.

12  
13 (5) Consistent with Section 1070, all necessary emergency and first aid equipment shall be  
14 maintained in good operating order.

15  
16 **(g) Length of Program.**

17  
18 (1) The program shall be of sufficient duration for the student to develop minimum  
19 competence in performing dental assistant and registered dental assistant duties, but in  
20 no event less than 800 hours, which shall be comprised of at least 275 hours of didactic  
21 instruction, at least 260 hours of combined laboratory or pre-clinical instruction  
22 conducted under the direct supervision of program faculty or instructional staff, and at  
23 least 265 hours in a clinical externship in an extramural or onsite dental facility providing  
24 direct patient care and performing chairside assisting functions.

25  
26 (2) As part of the program's curriculum, no more than 40 hours of didactic and laboratory  
27 instruction shall be devoted to clerical, administrative, dental practice management  
28 specific curriculum content as described in Section 1070.2(i)(7).

29  
30 **(h) Program Curriculum – General Guidelines.** Didactic, laboratory, preclinical, and clinical  
31 performance evaluations are integral parts of the program's curriculum.

32  
33 (1) In addition to the requirements of Sections 1070 and 1070.1, curriculum content and  
34 instruction in all registered dental assisting programs shall include theoretical content,  
35 laboratory, and clinical experiences in a well-defined sequence that ensures each  
36 student's level of learning is consistent with the program's stated learning outcomes in  
37 each content area described herein.

38  
39 (2) Where regulations exist specific to areas of study resulting in an independent  
40 certificate, such as, but not limited to, Radiation Health and Safety, Infection Control, Pit  
41 and Fissure Sealant and Coronal Polishing, instruction in each subject shall be consistent  
42 with related regulations.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (3) Curriculum documentation shall be reviewed annually and revised, as needed, to  
2 reflect new concepts and techniques. Program content shall be integrated with continued  
3 curriculum advancement throughout. Curriculum must demonstrate sufficient depth,  
4 scope, sequence of instruction, quality, and emphasis to ensure achievement of all of the  
5 curriculum's defined competencies.

6  
7 (4) Programs that admit students in phases, including modular, wheel, or open-entry  
8 programs, shall provide at minimum, basic prerequisite instruction in tooth dental  
9 anatomy, tooth numbering, emergencies, first-aid and safety precautions, infection  
10 control, Occupational Health and Safety Administration (OSHA) and sterilization protocols  
11 prior to instruction in any other area of the program's curriculum. Such prerequisite  
12 instruction shall consist of no less than 100 hours of direct, live, interactive didactic  
13 instruction, and shall occur prior to performances or activities involving patients including  
14 student partners.

15  
16 (5) In addition to the requirements of section 1070 and 1070.1 and, programs shall include  
17 the following content:

18  
19 (A) Instruction in radiation safety that meets all of the requirements of 16 CCR  
20 1070.9.

21  
22 (B) Instruction in coronal polishing that meets all of the requirements of 16 CCR  
23 1070.4.

24  
25 (C) Instruction in the application of Pit and Fissure Sealants that meets all of the  
26 requirements of 16 CCR 1070.3.

27  
28 (D) Instruction in basic life support (BLS) as required by 16 CCR 1016(b)(1)(C) prior  
29 to the beginning of the pre-clinical or clinical experiences, wherein recertification  
30 intervals may not exceed two years. The program may require that the student  
31 complete this course as a prerequisite to program enrollment, or that the student  
32 provide evidence of having completed the course from another provider.

33  
34 (E) Instruction in the Act that includes the content specified in 16 CCR 1016  
35 governing the Act continuing education courses.

36  
37 (6) All programs shall provide students with instruction in the California Division of  
38 Occupational Safety and Health (Cal/OSHA) Regulations (8 CCR 330-344.85) and the  
39 Board's Minimum Standards for Infection Control (16 CCR 1005). Students shall be  
40 enrolled in or have a program-approved plan to enroll in courses culminating in a  
41 comprehensive written final examination prior to the student's performance of  
42 procedures on patients.

43  
44 (7) Ongoing instruction and utilization of safety procedures, infection control protocols,

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           and equipment care shall be adhered to at all times. Students shall meet a minimum level  
2           of satisfactory competency as defined by the program.  
3

4 **(i) Didactic Laboratory, Preclinical and Clinical Instruction.** The content categories of this  
5 instruction include, but are not limited to Biomedical and Dental Sciences, Dental Materials,  
6 Ethics and Professional Responsibilities, Dental Instruments and Equipment, Chairside Assisting,  
7 Health and Safety, Dental Practice Management, and Emergencies, Dental Office  
8 Communication, New and Emerging Technologies, and Basic Life Support. Laboratory, preclinical  
9 and clinical instruction shall be of sufficient duration and content for each student to achieve  
10 minimum competence in the performance of each procedure that dental assistants and  
11 registered dental assistants are authorized to perform.

12  
13           (1) In the area of Biomedical Sciences, the program shall integrate throughout the  
14 didactic, preclinical, laboratory, and clinical performance components of the curriculum,  
15 the following content:

16  
17                   (A) Bloodborne pathogens and related diseases

18  
19                   (B) Hazard Communication Standards

20  
21                   (C) Infection Control

22  
23                   (D) Radiology

24  
25           (2) In the area of Dental Sciences, the program shall provide instruction in and didactic  
26 evaluation of the following areas:

27  
28                   (A) Dental and medical terminology

29  
30                   (B) General anatomy and physiology

31  
32                   (C) Head and neck anatomy

33  
34                   (D) Microbiology

35  
36                   (E) Nutrition

37  
38                   (E) Oral anatomy, histology and embryology

39  
40                   (F) Oral pathology

41  
42                   (G) Pharmacology related to dentistry and the patient shall include:  
43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (i) Drug requirements, agencies and regulations

2  
3 (ii) Common drugs and prescriptions used in dentistry

4  
5 (iv) Anesthetics and topical agents used in dentistry

6  
7 (vi) Administration of nitrous oxide-oxygen

8  
9 (vii) Drugs and agents used for treating dental-related infections

10  
11 (viii) Drug addiction including Opioids and other substances.

12  
13  
14 (H) Patients with special needs including patients whose medical, physical,  
15 psychological, or social conditions make it necessary to modify normal dental  
16 routines.

17  
18 (3) In the area of Dental Materials, the program shall provide instruction in and laboratory  
19 and performance evaluation in the properties, use, and manipulation of:

20  
21 (A) Gypsum

22  
23 (B) Restorative materials

24  
25 (C) Bases, liners and bonding agents

26  
27 (D) Matrix retainers, bands and wedges

28  
29 (E) Impression materials

30  
31 (F) Acrylics and or thermoplastics

32  
33 (G) Waxes

34  
35 (H) Abrasive agents

36  
37 (I) Dental laboratory procedures

38  
39 (i) Study casts

40  
41 (ii) Fabrication of custom trays

42  
43 (iii) Temporary crowns and bridges

44

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (J) Preventive materials: polishing agents, fluorides, sealants, varnish

2  
3           (4) In the areas of Ethics and Professional Responsibilities, the program shall provide  
4           instruction in and didactic performance evaluation of the following:

5  
6           (A) The Act, including information regarding:

7  
8                   (1) The laws and regulations pertaining to the profession of dental assisting

9  
10                   (2) The duties and supervision levels of all licensed and unlicensed dental  
11                   assistants

12  
13                   (3) The legal responsibilities of all dental assisting licensee and permit  
14                   holders as defined in statute

15  
16                   (4) Applicable state and federal laws and regulations

17  
18           (B) Malpractice, liability, negligence, abandonment, and fraud

19  
20           (F) Health Insurance Portability and Accountability Act (HIPAA)

21  
22           (G) Express, implied, and informed consent

23  
24           (H) Legal and ethical issues in dentistry

25  
26           (I) Reports of abuse and domestic violence and neglect; mandatory reporter  
27           requirements for all dental healthcare workers

28  
29           (J) Risk management

30  
31           (K) Code of ethics applicable to the dental assisting profession

32  
33           (L) Laws governing harassment, and labor and employment

34  
35           (M) Licensing, certification, and permit requirements to obtain and maintain such  
36           certificates

37  
38           (5) In the areas of Dental Instruments and Equipment, the program shall provide  
39           instruction in and didactic, preclinical, clinical and laboratory performance evaluation of  
40           the following:

41  
42                   (A) Identification, types, functions, and operations of dental operator and  
43                   laboratory equipment;



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (B) Identification, types, functions, and tray set-up of dental instruments used in  
2 dental procedures;

3  
4 (C) Operatory set-up and equipment maintenance

5  
6 (D) Anesthetic syringe set-up and handling

7  
8 (E) Clean removable appliances

9  
10 (6) In the area of Chairside Assisting, the program shall provide instruction in and didactic,  
11 preclinical, clinical performance evaluation of the following:

12  
13 (A) Assistance in four-handed dentistry procedures

14  
15 (B) Patient education to include pre- and post-operative instructions

16  
17 (C) Oral hygiene Instructions

18  
19 (D) Isolation techniques

20  
21 (E) Basic supportive procedures

22  
23 (F) All dental assisting and Registered Dental Assistant duties prescribed by statute

24  
25 (G) Record patient information and treatment documentation

26  
27 (H) Aseptic techniques

28  
29 (I) Chairside assistant ergonomics

30  
31 (7) In the area of Dental Practice Management, the program shall provide instruction in  
32 and didactic and laboratory performance evaluation of the following:

33  
34 (A) Appointment control

35  
36 (B) Financial records and fees

37  
38 (C) Dental office inventory control and purchasing

39  
40 (D) Computer and dental software

41  
42 (E) Recall/Recare systems

43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (F) Management of patient records including paperless and technology-based  
2 records management systems

3  
4 (G) Oral and written communications

5  
6 (H) Employment skills resume writing

7  
8 (I) Privacy and confidentiality pertaining to patient records, Health Insurance  
9 Portability and Accountability Act (HIPAA)/Health Information Technology for  
10 Economic and Clinical Health Act (HITECH) requirements

11  
12 (J) Practice management systems

13  
14 (K) Insurance systems claims processing and procedure coding

15  
16 (L) Ethical and legal responsibilities including financial misconduct, patient billing,  
17 misrepresentation of services performed, and treatment plan presentation

18  
19 (8) In the areas of Dental Office Communication, instruction and didactic performance  
20 evaluation of the following:

21  
22 (A) Psychology considerations influencing communication and behaviors

23  
24 (B) Adapt skills to varied levels of understanding and cultural orientation

25  
26 (C) Verbal and non-verbal communication

27  
28 (D) Interpersonal skills

29  
30 (E) Communicating with dental office employees

31  
32 (9) In the areas of Health and Safety, and Emergencies, the program shall provide  
33 instruction in and didactic and laboratory performance evaluation of the following:

34  
35 (A) Respond to medical emergencies:

36  
37 (1) Taking and recording of vital signs

38  
39 (2) Cardiopulmonary resuscitation (CPR)

40  
41 (3) Administration of oxygen

42  
43 (B) Basic first aid kit and first aid procedures

44

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (C) Common medical emergencies in a dental office

2  
3           (D) Common dental emergencies

4  
5           (E) Safe transport and transfer of patients

6  
7           (F) Emergency procedures in response to workplace accidents:

8  
9           (G) Roles and responsibilities of the dental office employer and employee

10  
11                   (1) The role of the injury and illness prevention program of the dental office

12  
13                   (2) The reporting process for workplace injuries including exposure  
14                   incidents

15  
16           (H) Maintenance of safe and healthy work environments

17  
18           (10) In the area of New and Emerging Technologies, the program shall integrate  
19           throughout the didactic and laboratory performance components of the curriculum, the  
20           following content:

21  
22                   (A) Advancements in dental instruments and equipment

23  
24                   (B) Advanced and emerging dental materials and products

25  
26                   (C) Procedures and techniques that incorporate emerging technology used in the  
27                   workplace

28  
29                   (D) Procedures and techniques related to dental specialties including, but not  
30                   limited to, prosthodontics, orthodontics, and endodontics.

31  
32           (11) In the area of Basic Life Support (BLS), the program shall offer courses or coursework  
33           that, when successfully completed, result in certification in BLS, and which are taught by  
34           an instructor approved by the American Red Cross or the American Heart Association, or  
35           any other provider recognized by the Board as equivalent. The program may require that  
36           the student complete certification as a prerequisite to program enrollment, or that the  
37           student provide evidence of having completed certification prior to patient-based  
38           competencies and clinical assignment.

39  
40           (j) **Clinical Externship Instruction.** Assisting a dentist shall be an integral part of the educational  
41           program designed to perfect students' competence in performing chairside assisting functions,  
42           rather than to provide basic instruction. In addition to the requirements of Section 1070 and  
43           1070.1 with regard to extramural instruction and facility use:

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (1) If utilized, no more than 50 percent of the total hours of clinical externship instruction  
2 shall take place in a specialty dental practice or within the program's facilities. Specialty  
3 dentistry clinical experiences are optional and are not required of a registered dental  
4 assisting program.

5  
6 (2) Each student shall be assigned to one or more offices or clinics for clinical experience  
7 and assisting in which general dentistry situations are emphasized.

8  
9 (3) The majority of the students' time in clinical assignments shall be spent assisting with  
10 or participating in patient care.

11  
12 (4) A formal written agreement shall exist between the educational institution and the  
13 facility providing the experience. The written agreement shall provide that the dental  
14 assisting faculty shall plan, approve, supervise, and evaluate the student's clinical  
15 experience, and the following conditions shall be met:

16  
17 (A) The program administrator must retain authority and responsibility for the  
18 student.

19  
20 (B) Policies and procedures for operation of the facility must be consistent with the  
21 philosophy and objectives of the dental assisting program.

22  
23 (C) The facility must accommodate the scheduling needs of the program.

24  
25 (D) Any termination of the agreement ensures that instruction will not be  
26 interrupted for currently assigned students.

27  
28 (E) The facility provides its expectations and orientation to all parties prior to  
29 student assignment.

30  
31 (F) Students shall maintain a record of their activities in each clinical assignment.

32  
33 (5) Faculty of the program or the program director shall conduct at least five site visits to  
34 the facility or facilities during the course of the student's clinical assignment. The student  
35 shall be present and performing clinical work at the time of the site visit and a report by  
36 the visiting faculty member shall be completed and entered into the student record. At no  
37 time shall a telephone communication with the extramural facility be deemed equivalent  
38 to or determined to be an acceptable alternative to a physical site visit by the program  
39 faculty or staff.

40  
41 (k) **Optional Program Content:** A registered dental assisting program that desires to provide  
42 instruction in the following areas shall apply separately for approval to incorporate curriculum on  
43 an application form issued by the Board, herein incorporated by reference, (insert here):

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (1) An orthodontic assistant permit course that shall meet the curriculum requirements of  
3 Section 1070.7. A program shall not be required to obtain approval to teach the orthodontic  
4 duties allowed for an unlicensed dental assistant which are already required areas of  
5 instruction under Section 1070.7, specifically the duties of placing ligature ties and  
6 archwires, removing orthodontic bands, and removing excess cement from surfaces of  
7 teeth with a hand instrument. The incorporated curriculum shall be no less than 51 hours  
8 of combined didactic, laboratory and pre-clinical instruction consistent with the  
9 requirements of Section 1070.7 plus additional hours of instruction in ultrasonic scaling for  
10 cement removal consistent with the requirements of Section 1070.5. All experiences shall  
11 be performed and evaluated up to the pre-clinical level and within the institutional facilities  
12 under the supervision of the program faculty. Upon successful graduation of the program,  
13 students shall not be required to complete 12 months of work experience as a dental  
14 assistant and shall be considered immediately eligible to apply for Board examination and  
15 obtain a permit as an orthodontic assistant which may occur before or after examination  
16 and licensure as a registered dental assistant.

17  
18 (2) A dental sedation assistant permit course that shall meet the curriculum requirements  
19 of Section 1070.8, The incorporated curriculum shall be no less than 110 hours of combined  
20 didactic, laboratory, pre-clinical, and clinical instruction consistent with the requirements  
21 of Section 1070.8. All experiences shall be performed and evaluated up to the pre-clinical  
22 level and within the institutional facilities under the supervision of the program faculty.  
23 Clinical training must be completed under supervision of qualified staff as specified in  
24 1070.8(a)(3). Thirty-eight of the required 110 hours must be devoted to clinical instruction  
25 in the extramural facility under the supervision of sedation or anesthesia permit holder.  
26 Upon successful graduation of the program, students shall not be required to complete 12  
27 months of work experience as a dental assistant and shall be considered immediately  
28 eligible to apply for Board examination and obtain a permit as a dental sedation assistant  
29 which may occur before or after examination and licensure as a registered dental assistant.

30  
31 (3) A registered dental assisting program that includes instructional content for either the  
32 orthodontic assistant permit or dental sedation assistant permit, or both, shall provide a  
33 certificate or certificates of completion to the program graduate specific to the subject area  
34 and in addition to the RDA program certificate of completion. Certificates shall be used for  
35 demonstration of compliance with education requirements for the permit subject as part  
36 of a total program for registered dental assisting and shall include the institutional name,  
37 Board-approved provider number for the program, total hours of instruction completed in  
38 the subject area consistent with the requirements of this Section, a disclosure statement to  
39 both the graduate and any employer indicating that the recipient of the certificate is not  
40 allowed to perform the duties of a permit holder until such time as a Board-issued permit  
41 has been obtained, and certification signature indicating successful completion of approved  
42 curriculum. The certificate holder shall utilize the certificate as proof of candidate eligibility  
43 at the time of application submission and shall be deemed an eligible candidate for  
44 examination and permit issuance as having met all educational requirements.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 **(l) Certificates of Completion.**

3  
4 (1) Upon successful completion of the program, students shall receive certificates  
5 consistent with the requirements defined in Section 1070(m).

6  
7 (D) In the event a student does not complete the program, but has met all the educational  
8 requirements consistent with an eight hour infection control course, a two hour Dental  
9 Practice Act (DPA) course or a 32 hour radiation health and safety course, the program shall  
10 provide certificates to the student verifying that the minimum educational requirements  
11 for employment as an unlicensed dental assistant have been met and shall include the  
12 program’s Board-approved provider number for each subject area as defined in this Article.

13  
14 **(m) Notice of Compliance.** To maintain approval, the programs approved prior to the effective  
15 date of these regulations shall submit to the Board a completed “Notice of Compliance with New  
16 Requirements for Registered Dental Assistant Programs” (New 12/2020), hereby incorporated by  
17 reference, within ninety (90) days of the effective date of these regulations.

18  
19 ~~(a) All Registered Dental Assistant (RDA) programs in California shall apply for and receive Board~~  
20 ~~approval prior to operation.~~

21  
22 ~~(b) The Board may, in lieu of conducting its own investigation, accept the findings of any~~  
23 ~~commission or accreditation agency approved by the Board and adopt those findings as its own.~~  
24 ~~All programs accredited by the American Dental Association Commission on Dental~~  
25 ~~Accreditation (Commission) shall submit to the Board after each site visit a copy of the final~~  
26 ~~report of the Commission's findings within 30 days of the final report issuance. New programs~~  
27 ~~approved by the Commission shall apply to the Board and shall submit proof of Provisional~~  
28 ~~Approval status by the Commission, a copy of the institutional self study, and applications for~~  
29 ~~Radiation Safety, Coronal Polish, Pit and Fissure Sealants and any other courses required of an~~  
30 ~~RDA educational program. Acceptance of the Commission's or any accrediting agencies' findings~~  
31 ~~is at the discretion of the Board and does not prohibit the Board from exercising its right to site-~~  
32 ~~evaluate a program.~~

33  
34 ~~(c) If the program is granted the status of “Approved with Reporting Requirements” from the~~  
35 ~~Commission, the program shall submit to the Board copies of any and all correspondence~~  
36 ~~received from or submitted to the Commission until such time as the status of “Approval~~  
37 ~~without Reporting Requirements” is granted. Additionally, if the program withdraws from~~  
38 ~~accredited status by the Commission, the program shall notify the Board, in writing, of such~~  
39 ~~status within 30 days.~~

40  
41 ~~(d) In order for a registered dental assistant program to secure and maintain approval by the~~  
42 ~~Board, it shall meet the requirements of Sections 1070 and 1070.1 and the requirements~~  
43 ~~contained in this Section.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(1) A program shall notify the Board in writing if it wishes to increase the maximum~~  
2 ~~student enrollment for which it is approved and shall provide documentation to the~~  
3 ~~Board to demonstrate compliance with Section 1070 and Section 1070.1 to reapprove~~  
4 ~~the program for the increased enrollment prior to accepting additional students.~~

5  
6 ~~(2) Programs shall establish and maintain an advisory committee whose membership~~  
7 ~~provides for equal representation of dentists and dental assistants, all currently licensed~~  
8 ~~by the Board. In addition, consideration shall be given to a student, a recent graduate or~~  
9 ~~a public representative to serve on the advisory committee. The advisory committee~~  
10 ~~shall meet at least once each academic year with the program director, faculty, and~~  
11 ~~appropriate institutional personnel to monitor the ongoing quality and performance of~~  
12 ~~the program and to receive advice and assistance from the committee.~~

13  
14 ~~(3) Adequate provision for the supervision and operation of the program shall be made.~~  
15 ~~In addition to the requirements of Sections 1070 and 1070.1, the following~~  
16 ~~requirements shall be met:~~

17  
18 ~~(A) By January 1, 2012, each faculty member shall have completed a course or~~  
19 ~~certification program in educational methodology of at least 30 hours, unless he~~  
20 ~~or she holds any one of the following: a postgraduate degree in education, a~~  
21 ~~Ryan Designated Subjects Vocational Education Teaching Credential, a Standard~~  
22 ~~Designated Subjects Teaching Credential, or a Community College Teaching~~  
23 ~~Credential. Each faculty member employed after January 1, 2012, shall complete~~  
24 ~~a course or certification program in educational methodology within six months~~  
25 ~~of employment. The program director or designated administrator shall be~~  
26 ~~responsible to obtain and maintain records of each faculty member showing~~  
27 ~~evidence of having met this requirement.~~

28  
29 ~~(B) The program director shall have teaching responsibilities that are less than~~  
30 ~~those of a full-time faculty member. He or she shall actively participate in and be~~  
31 ~~responsible for the administration of the program including the following:~~

32  
33 ~~(i) Participating in budget preparation and fiscal administration,~~  
34 ~~curriculum development and coordination, determination of teaching~~  
35 ~~assignments, supervision and evaluation of faculty, establishment of~~  
36 ~~criteria and procedures, design and operation of program facilities, and~~  
37 ~~selection of extramural facilities and coordination of instruction in those~~  
38 ~~facilities.~~

39  
40 ~~(ii) Holding periodic staff meetings to provide for subject matter review,~~  
41 ~~instructional calibration, curriculum evaluation, and coordinating~~  
42 ~~activities of full-time, part-time, and volunteer faculty or instructional~~  
43 ~~staff.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1                   ~~(iii) Maintaining copies of minutes of all advisory committee and staff~~  
2                   ~~meetings for not less than five years.~~

3  
4                   ~~(C) The owner or school administrator shall be responsible for the compliance of~~  
5                   ~~the program director with the provisions of this Section and Sections 1070 and~~  
6                   ~~1070.1.~~

7  
8                   ~~(4) The program shall have sufficient financial resources available to support the~~  
9                   ~~program and to comply with this Section. If the program or school requires approval by~~  
10                  ~~any other governmental agency, that approval shall be obtained prior to application to~~  
11                  ~~the Board for approval and shall be maintained at all times. The failure to maintain that~~  
12                  ~~approval shall result in the automatic withdrawal of Board approval of the program.~~

13  
14                  ~~(5) The program shall be of sufficient duration for the student to develop minimum~~  
15                  ~~competence in performing dental assistant and registered dental assistant duties, but in~~  
16                  ~~no event less than 800 hours, including at least 275 hours of didactic instruction, at least~~  
17                  ~~260 hours of combined laboratory or preclinical instruction conducted in the program's~~  
18                  ~~facilities under the direct supervision of program faculty or instructional staff, and the~~  
19                  ~~remaining hours utilized in clinical instruction in extramural dental facilities. No more~~  
20                  ~~than 20 hours of instruction shall be devoted to clerical, administrative, practice~~  
21                  ~~management, or similar duties. Programs whose demonstrated total hours exceed 800~~  
22                  ~~and who meet all the instructional requirements in this Section, may utilize the~~  
23                  ~~additional instructional hours as deemed appropriate for program success. To maintain~~  
24                  ~~approval, programs approved prior to the effective date of these regulations shall~~  
25                  ~~submit to the Board a completed "Notice of Compliance with New Requirements for~~  
26                  ~~Registered Dental Assistant Educational Programs (New 9/10)", hereby incorporated by~~  
27                  ~~reference, within ninety (90) days of the effective date of these regulations.~~

28  
29                  ~~(6) In addition to the requirements of Section 1070 with regard to extramural~~  
30                  ~~instruction:~~

31  
32                   ~~(A) No more than 25 percent of extramural clinical instruction shall take place in~~  
33                   ~~a specialty dental practice.~~

34  
35                   ~~(B) Program faculty shall visit each extramural dental facility at least once every~~  
36                   ~~ten clinical days.~~

37  
38                  ~~(7) Facilities and class scheduling shall provide each student with sufficient opportunity,~~  
39                  ~~with instructor supervision, to develop minimum competency in all duties that~~  
40                  ~~registered dental assistants are authorized to perform. The following requirements are~~  
41                  ~~in addition to those contained in Sections 1070 and 1070.1:~~

42  
43                   ~~(A) The following are minimum requirements for equipment and armamentaria~~  
44                   ~~during laboratory, preclinical, and clinical sessions as appropriate to each type of~~



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~session: amalgamator, model trimmers in the ratio of one for every seven~~  
2 ~~students, dental rotary equipment in the ratio of one for every three students,~~  
3 ~~vibrators in the ratio of one for every three students, light curing devices in the~~  
4 ~~ratio of one for every operatory, functional typodonts and bench mounts in the~~  
5 ~~ratio of one for every two students, functional orthodontically banded typodonts~~  
6 ~~in the ratio of one for every four students, facebows in the ratio of one for every~~  
7 ~~ten students, automated blood pressure device, EKG machine, pulse oximeters in~~  
8 ~~the ratio of one for every ten students, capnograph or simulated device, one set~~  
9 ~~of hand instruments in the ratio of one set for every two students for each~~  
10 ~~procedure, respiration device, camera for intraoral use, camera for extraoral use,~~  
11 ~~CAD machine or simulated device, caries detection device in the ratio of one for~~  
12 ~~every ten students, and all other equipment and armamentaria required to teach~~  
13 ~~dental assistant and registered dental assistant duties. With the exception of a~~  
14 ~~CAD machine and patient monitoring equipment specific to EKG machine, pulse~~  
15 ~~oximeter, and capnograph, the program shall own the necessary equipment and~~  
16 ~~have it readily available upon inspection. Patient monitoring equipment owned~~  
17 ~~by the institution and utilized by more than one program within the institution~~  
18 ~~premises is acceptable and may be used by the RDA program as needed for~~  
19 ~~instruction. Instruction by a licensed healthcare provider is acceptable. In the~~  
20 ~~event instruction in patient monitoring procedures and use of the CAD machine~~  
21 ~~is provided by an outside provider, the RDA program shall not be required to~~  
22 ~~have available or own patient monitoring equipment or CAD machine.~~

23  
24 ~~(B) Instruments shall be provided to accommodate students needs in learning to~~  
25 ~~identify, exchange, and prepare procedural trays and assist in procedures as they~~  
26 ~~relate to general and specialty dentistry.~~

27  
28 ~~(C) Provision shall be made for reasonable access to current and diverse dental~~  
29 ~~and medical reference texts, current journals, audiovisual materials, and other~~  
30 ~~necessary resources. Library holdings, which may include, in total or in part,~~  
31 ~~access through the Internet, shall include materials relating to all subject areas of~~  
32 ~~the program curriculum.~~

33  
34 ~~(D) Emergency materials shall include, at a minimum, an oxygen tank that is~~  
35 ~~readily available and functional. Medical materials for treating patients with life-~~  
36 ~~threatening conditions shall be available for instruction and accessible to the~~  
37 ~~operatories. Facilities that do not treat patients shall maintain a working model~~  
38 ~~of a kit of such emergency materials for instructional purposes.~~

39  
40 ~~(8) Curriculum documentation shall be reviewed annually and revised, as needed, to~~  
41 ~~reflect new concepts and techniques. This content shall be integrated and of sufficient~~  
42 ~~depth, scope, sequence of instruction, quality and emphasis to ensure achievement of~~  
43 ~~the curriculum's defined competencies.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           ~~(A) Programs that admit students in phases, including modular or open entry~~  
2           ~~programs, shall provide, at minimum, basic instruction in tooth anatomy, tooth~~  
3           ~~numbering, general program guidelines, basic chairside skills, emergency and~~  
4           ~~safety precautions, infection control, and sterilization protocols associated with~~  
5           ~~and required for patient treatment. Such instruction shall occur prior to any~~  
6           ~~other program content and prior to~~  
7           ~~performances or activities involving patients.~~

8  
9           ~~(B) All programs shall provide students with additional instruction in the~~  
10           ~~California Division of Occupational Safety and Health (Cal/OSHA) Regulations~~  
11           ~~(Cal. Code Regs., Title 8, Sections 330-344.85) and the Board's Minimum~~  
12           ~~Standards for Infection Control (Cal. Code Regs., Title 16, Section 1005) prior to~~  
13           ~~the student's performance of procedures on patients.~~

14  
15           ~~(9) In addition to the requirements of Sections 1070 and 1070.1 and subdivisions (b)(11)~~  
16           ~~and (b)(12) of this Section, programs shall include the following content:~~

17  
18           ~~(A) Instruction in radiation safety that meets all of the requirements of Cal. Code~~  
19           ~~Regs., Title 16, Sections 1014 and 1014.1.~~

20  
21           ~~(B) Instruction in coronal polishing that meets all of the requirements of Cal.~~  
22           ~~Code Regs., Title 16, Section 1070.4.~~

23  
24           ~~(C) Instruction in the application of Pit and Fissure Sealants that meets all of the~~  
25           ~~requirements of Cal. Code Regs., Title 16, Section 1070.3.~~

26  
27           ~~(D) A course in basic life support provided by an instructor approved by the~~  
28           ~~American Red Cross or the American Heart Association, or any other course~~  
29           ~~approved by the Board as equivalent. The program may require that the student~~  
30           ~~complete this course as a prerequisite to program enrollment, or that the~~  
31           ~~student provide evidence of having completed the course from another~~  
32           ~~provider.~~

33  
34           ~~(E) Instruction in infection control that meets all of the requirements of Cal. Code~~  
35           ~~Regs., Title 16, Section 1070.6.~~

36  
37           ~~(F) Instruction in the Dental Practice Act that includes the content specified in~~  
38           ~~Cal. Code Regs., Title 16, Section 1016 governing Dental Practice Act continuing~~  
39           ~~education courses.~~

40  
41           ~~(10) A program that desires to provide instruction in the following areas shall apply~~  
42           ~~separately for approval to provide the following courses:~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(A) A course in the removal of excess cement with an ultrasonic scaler, that shall~~  
2 ~~meet the requirements of Cal. Code Regs., Title 16, Section 1070.5.~~

3  
4 ~~(B) An orthodontic assistant permit course that shall meet the requirements of~~  
5 ~~Cal. Code Regs., Title 16, Section 1070.7, except that a program shall not be~~  
6 ~~required to obtain separate approval to teach the duties of placing ligature ties~~  
7 ~~and archwires, removing orthodontic bands, and removing excess cement from~~  
8 ~~surfaces of teeth with a hand instrument, and shall be no less than 51 hours,~~  
9 ~~including at least 9 hours of didactic instruction, at least 22 hours of laboratory~~  
10 ~~instruction, and at least 20 hours of clinical instruction.~~

11  
12 ~~(C) A dental sedation assistant permit course that shall meet the requirements of~~  
13 ~~Cal. Code Regs., Title 16, Section 1070.8.~~

14  
15 ~~(D) A Registered Dental Assisting educational program that includes instructional~~  
16 ~~content for either the orthodontic assistant permit or dental sedation assistant~~  
17 ~~permit, or both, shall provide a certificate or certificates of completion to the~~  
18 ~~graduate. The certificate holder shall be deemed an eligible candidate for the~~  
19 ~~permit examination process as having met all educational requirements for the~~  
20 ~~permit examination.~~

21  
22 ~~(11) General didactic instruction shall include, at a minimum, the following:~~

23  
24 ~~(A) Principles of general anatomy, physiology, oral embryology, tooth histology,~~  
25 ~~and head-neck anatomy.~~

26  
27 ~~(B) Principles of conditions related to and including oral pathology, orthodontics,~~  
28 ~~periodontics, endodontics, pediatric dentistry, oral surgery, prosthodontics, and~~  
29 ~~esthetic dentistry.~~

30  
31 ~~(C) Instruction in the Dental Practice Act that includes the content specified~~  
32 ~~in Cal. Code Regs., Title 16, Section 1016, as well as principles of the Health~~  
33 ~~Insurance Portability and Accountability Act (HIPAA) privacy and security~~  
34 ~~standards, risk management, and professional codes of ethical behavior.~~

35  
36 ~~(D) Principles of infection control, waste management, and hazardous~~  
37 ~~communication requirements in compliance with the Board's Minimum~~  
38 ~~Standards for Infection Control (Cal. Code Regs., Title 16, Section 1005) and~~  
39 ~~other federal, state, and local requirements governing infection control.~~  
40 ~~Instruction in infection control shall meet the education requirements set forth~~  
41 ~~in Section 1070.6(e).~~

42  
43 ~~(E) Principles related to pharmacology and biomedical sciences including~~  
44 ~~nutrition and microbiology.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2       ~~(F) Principles of medical-dental emergencies and first-aid management.~~

3  
4       ~~(G) Principles of the treatment planning process including medical health history~~  
5       ~~data collection, patient and staff confidentiality, and charting.~~

6  
7       ~~(H) Principles of record classifications including management, storage, and~~  
8       ~~retention protocol for all dental records including legal and ethical issues~~  
9       ~~involving patient records.~~

10  
11       ~~(I) Principles and protocols of special-needs patient management, the psychology~~  
12       ~~and management of dental patients, and overall interpersonal relationships.~~

13  
14       ~~(J) Principles, protocols, and armamentaria associated with all dental assisting~~  
15       ~~chairside procedures.~~

16  
17       ~~(K) Principles, protocols, manipulation, use, and armamentaria for contemporary~~  
18       ~~dental materials used in general and specialty dentistry.~~

19  
20       ~~(L) Principles and protocols for oral hygiene preventative methods including,~~  
21       ~~plaque identification, toothbrushing and flossing techniques, and nutrition.~~

22  
23       ~~(M) Principles, protocols, armamentaria, and procedures associated with~~  
24       ~~operative and specialty dentistry.~~

25  
26       ~~(N) Principles, protocols, armamentaria, and procedures for each duty that~~  
27       ~~dental assistants and registered dental assistants are allowed to perform.~~

28  
29       ~~(O) All content for instruction in radiation safety as set forth in Cal. Code Regs.,~~  
30       ~~Title 16, Section 1014.1.~~

31  
32       ~~(P) All content for instruction in coronal polishing as set forth in Cal. Code Regs.,~~  
33       ~~Title 16, Section 1070.4.~~

34  
35       ~~(Q) All content for instruction in the application of Pit and Fissure Sealants as set~~  
36       ~~forth in Cal. Code Regs., Title 16, Section 1070.3.~~

37  
38       ~~(12) Laboratory and clinical instruction shall be of sufficient duration and content~~  
39       ~~for each student to achieve minimum competence in the performance of each~~  
40       ~~procedure that dental assistant and registered dental assistant is authorized to~~  
41       ~~perform.~~

42

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(13) Each student shall pass a written examination that reflects the curriculum~~  
2 ~~content, which may be administered at intervals throughout the course as~~  
3 ~~determined by the course director.~~  
4

5 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Section 1752.1,  
6 1752.4 and 1752.6, Business and Professions Code.  
7

8 **§ 1070.3. Approval of Pit and Fissure Sealant Courses.**  
9

10 (a) A course in the application of pit and fissure sealants shall have the primary purpose of  
11 providing theory and clinical application in preventative sealant techniques. The Board shall  
12 approve and continue to approve only courses which continuously adhere to the standards in  
13 this section.  
14

15 (b) A pit and fissure sealant course provider applying for initial approval shall submit a completed  
16 “Application for Pit and Fissure Sealant Course Provider Approval” (New 12/2020), hereby  
17 incorporated by reference, accompanied by the designated, non-refundable fee as defined in  
18 Section 1022. Consistent with Section 1070, the Board may approve or deny approval after it  
19 evaluates all components of the course.  
20

21 (c) Continuation of approval will be contingent upon continued compliance with Sections 1070,  
22 1070.1 and all requirements set forth herein.  
23

24 (d) **General Provisions:** The program shall make adequate provisions for the course’s supervision  
25 and operation in compliance with this Article and the following:  
26

27 (1) Unless otherwise incorporated in a Board-approved registered dental assisting  
28 program, providers shall require evidence from students that they have met all course  
29 prerequisites prior to their acceptance in the course. Prerequisites include current  
30 certification in basic life support, completion of an eight (8) hour Board-approved course  
31 in infection control, and a two hour Board-approved course in the Act.  
32

33 (2) When instruction is incorporated in a registered dental assisting program, students  
34 shall have completed instruction in infection control, basic chairside skills, anatomy, tooth  
35 morphology and dental materials and have obtained certification in basic life support  
36 prior to the start of instruction in pit and fissure sealants.  
37

38 (3) Providers shall adhere to the requirements for the quantity, qualifications, and  
39 responsibilities of the course director and all faculty or instructional staff as defined in  
40 sections 1070 and 1070.1 at all times.  
41

42 (4) Providers shall not be required to employ a dentist for the purposes of onsite oversight  
43 and mitigation during clinical instruction.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (5) Providers shall require a written permission letter or prescription by a licensed dentist  
3 who shall diagnose and prescribe sealant placement when patient-based experiences are  
4 performed.

5  
6 **(e) Facilities and Equipment:**

7  
8 (1) Adequate supplies, materials, and provisions for instruction in the application of pit  
9 and fissure sealants shall be provided in compliance with the requirements of Section  
10 1070.

11  
12 (2) There shall be a sufficient number of safe, adequate, and educationally conducive  
13 lecture classrooms, online instruction equipment, and operatories in compliance with  
14 the requirements of Section 1070. Adequate cleaning, disinfecting, and sterilizing  
15 facilities shall be provided.

16  
17 (3) All disinfection and sterilization procedures specified in Section 1005 shall be  
18 incorporated in course content and followed during all laboratory, simulated clinical,  
19 and clinical experiences.

20  
21 **(f) Course Duration:** As part of a course of instruction, sufficient time shall be available for all  
22 students to achieve minimum competence in the various protocols used in the application of pit  
23 and fissure sealants. The course shall, however, be no less than 16 clockhours in length consisting  
24 of a combination of didactic, laboratory, simulated clinical, and clinical instruction designed for  
25 the student to develop minimum competency in all aspects of the subject area, including at least  
26 four hours of didactic training, at least four hours of laboratory training, at least four hours of  
27 simulated clinical training, and at least four hours of clinical training.

28  
29 **(g) Course Curriculum and Examination:**

30  
31 (1) A detailed course outline shall be established and maintained consistent with the  
32 requirements of Section 1070 and shall be provided to students prior to the start of  
33 instruction.

34  
35 (2) General course objectives and specific instructional unit objectives shall be stated in  
36 writing and shall include theoretical aspects of each subject as well as practical  
37 application. The theoretical aspects of the course shall provide the content necessary for  
38 students to make judgments regarding the application of pit and fissure sealants.

39  
40 (3) Objective evaluation criteria shall be used for measuring student progress toward  
41 attainment of specific course objectives. Students shall be provided with specific  
42 performance objectives and the evaluation criteria that will be used for all aspects of the  
43 curriculum.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (4) Each student shall pass a written examination which reflects the curriculum content.

2  
3 (5) Each student shall pass a practical examination in which the student successfully  
4 completes the application of pit and fissure sealants on:

5  
6 (i) no less than 16 teeth total;

7  
8 (ii) no less than four (4) laboratory applications;

9  
10 (iii) no less than four (4) applications on simulation devices;

11  
12 (iv) no less than eight (8) clinical applications on live patients;

13  
14 (v) no less than two live patients;

15  
16 (h) **Didactic Instruction:** Areas of instruction shall include the following as they relate to Dental  
17 Science, Oral Anatomy, Histology, Physiology, Oral Pathology, Normal and Abnormal  
18 Anatomical and Physiological Tooth Descriptions

19  
20 (1) Morphology

21  
22 (2) Dental Materials

23  
24 (3) Sealant Basics:

25  
26 (i) Legal requirements

27  
28 (ii) Description and goals of sealants

29  
30 (iii) Indications and contraindications

31  
32 (iv) Role in preventive programs

33  
34 (v) Use of caries identification devices and materials

35  
36 (4) Sealant Materials and Caries Identification Devices:

37  
38 (i) Etchant and/or etchant/bond combination material composition, process,  
39 storage, and handling

40  
41 (ii) Sealant material composition, polymerization type, process, storage, and  
42 handling

43  
44 (iii) Armamentaria for etching and sealant application

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (iv) Problem solving for etchant and sealant material placement/manipulation

3  
4 (v) Armamentaria for caries identification

5  
6 (5) Sealant Criteria:

7  
8 (i) Areas of application

9  
10 (ii) Patient indication and contraindication factors

11  
12 (iii) Caries identification protocols

13  
14 (6) Preparation Factors:

15  
16 (i) Moisture control protocol

17  
18 (ii) Tooth/teeth preparation procedures prior to etching or etchant/bond

19  
20 (iii) Recording of caries identification devices or materials

21  
22 (7) Acid Etching or Etchant/Bond Combination:

23  
24 (i) Material preparation

25  
26 (ii) Application areas

27  
28 (iii) Application time factors

29  
30 (iv) Armamentaria

31  
32 (v) Procedure

33  
34 (vi) Etchant or etchant/bond evaluation criteria

35  
36 (8) Sealant Application:

37  
38 (i) Application areas

39  
40 (ii) Application time factors

41  
42 (iii) Armamentaria

43  
44 (iv) Procedure for chemical cure and light cure techniques



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2           (v) Sealant evaluation criteria

3  
4           (vi) Sealant adjustment technique

5  
6           (9) Infection control protocols

7  
8           (10) Clinical re-call re-evaluation protocols

9  
10 **(i) Laboratory, Simulated-Clinical, and Clinical Instruction:**

11  
12           (1) Providers shall adhere to student/teacher ratios as defined in Section 1070.1 at all  
13 times during laboratory, simulated clinical, and clinical instruction.

14  
15           (2) Students shall be provided with established written competencies identifying specific  
16 objective evaluation criteria and performance objectives for all evaluated experiences.  
17 An experience has been successfully completed only if each sealant placed meets or  
18 exceeds all stated performance criteria.

19  
20           (3) Upon completion of all didactic instruction, students shall complete the following  
21 competency evaluated experiences:

22  
23                   (A) Laboratory experiences may be conducted on a typodont and/or mounted  
24 extracted teeth. Sufficient time shall be available for students to demonstrate  
25 minimum competency on both posterior and anterior teeth.

26  
27                   (B) Sufficient time shall be available for students to demonstrate competency in  
28 performing the applications required under Section 1070.3(g)(5).

29  
30           (4) Each patient shall undergo a caries identification procedure performed by the  
31 student as part of the evaluated experience. Each tooth selected for clinical experience  
32 shall be sufficiently erupted to maintain a dry field for application of sealant materials.

33  
34 **(i) Course Completion:** Upon completion of the course, each student shall be able to:

35  
36           (1) Identify the major characteristics of oral anatomy, histology, physiology, oral  
37 pathology, normal/abnormal anatomical and physiological tooth descriptions,  
38 morphology and microbiology as they relate to pit and fissure application.

39  
40           (2) Explain the procedure to patients.

41  
42           (3) Recognize decalcification, caries, and fracture lines.

43  
44           (4) Identify the indications and contraindications for sealants.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (5) Identify the characteristics of a caries identification device, light curing devices,  
3 isolation devices, and self-curing and light-cured sealant materials.

4  
5 (6) Define the appropriate patient indication and contraindication factors for sealant  
6 application.

7  
8 (7) Utilize proper armamentaria in an organized sequence.

9  
10 (8) Maintain appropriate moisture control protocol before and during application of  
11 etchant and sealant material.

12  
13 (9) Demonstrate the proper technique for teeth preparation prior to etching.

14  
15 (10) Select and dispense the proper amount of etchant and sealant material when using  
16 materials requiring etchant; and the proper use of etchless sealant materials including  
17 bondable materials.

18  
19 (11) Demonstrate the proper techniques for application of the etchant and sealant  
20 material.

21  
22 (12) Implement problem solving techniques associated with pit and fissure sealants.

23  
24 (13) Evaluate the etchant and sealant placement techniques according to appropriate  
25 criteria.

26  
27 (14) Check the occlusion and proximal contact for appropriate placement techniques.

28  
29 (15) Adjust occlusion and evaluate or correct proximal areas(s) when indicated.

30  
31 (16) Maintain aseptic techniques including disposal of contaminated material.

32  
33 (k) **Certificate of Completion.** Upon successful completion of the course, students shall receive a  
34 certificate consistent with the requirements defined in Section 1070(m).

35  
36 (l) **Notice of Compliance.** To maintain approval, courses approved prior to the effective date of  
37 these regulations shall submit to the Board a completed “Notice of Compliance with New  
38 Requirements for Pit and Fissure Sealant Courses” (New 12/2020), hereby incorporated by  
39 reference, within ninety (90) days of the effective date of these regulations.

40  
41 ~~The following minimum criteria shall be met for a course in the application of pit and fissure~~  
42 ~~sealants to secure and maintain approval by the Board.~~

43  
44 ~~(a) Educational Setting. The course shall be established at the post-secondary educational level.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(b) Prerequisites. Each student shall possess the necessary requirements for application for RDA~~  
3 ~~licensure or currently possess an RDA license. Each student shall have already completed a~~  
4 ~~Board approved course in coronal polishing.~~

5  
6 ~~(c) Administration/Facility. Adequate provision for the supervision and operation of the course~~  
7 ~~shall be made.~~

8  
9 ~~(1) The course director and each faculty member shall possess a valid, active, and~~  
10 ~~current RDAEF, RDH, RDHEF, RDHAP, or dentist license issued by the Board, or an RDA~~  
11 ~~license issued by the Board if the person has completed Board approved courses in~~  
12 ~~coronal polishing and the application of pit and fissure sealants. All faculty shall have~~  
13 ~~been licensed for a minimum of two years. All faculty shall have the education,~~  
14 ~~background, and occupational experience and/or teaching expertise necessary to teach,~~  
15 ~~place, and evaluate the application of pit and fissure sealants. All faculty responsible for~~  
16 ~~clinical evaluation shall have completed a two hour methodology course in clinical~~  
17 ~~evaluation.~~

18  
19 ~~(2) The course director shall have the education, background, and occupational~~  
20 ~~experience necessary to understand and fulfill the course goals. He/she shall actively~~  
21 ~~participate in and be responsible for the day to day administration of the course~~  
22 ~~including the following:~~

23  
24 ~~(A) Providing daily guidance of didactic, laboratory and clinical assignments.~~

25  
26 ~~(B) Maintaining for a period of not less than 5 years:~~

27  
28 ~~1. Copies of curricula, course outlines, objectives, and grading criteria.~~

29  
30 ~~2. Copies of faculty credentials, licenses, and certifications.~~

31  
32 ~~3. Individual student records, including those necessary to establish~~  
33 ~~satisfactory completion of the course.~~

34  
35 ~~(C) Informing the Board of any changes to the course content, physical facilities,~~  
36 ~~and/or faculty, within 10 days of such changes.~~

37  
38 ~~(d) Length of Course. The program shall be of sufficient duration for the student to develop~~  
39 ~~minimum competence in the application of pit and fissure sealants, but shall in no event be less~~  
40 ~~than 16 clock hours, including at least 4 hours of didactic training, at least 4 hours of laboratory~~  
41 ~~training, and at least 8 hours of clinical training.~~

42  
43 ~~(e) Evidence of Completion. A certificate or other evidence of completion shall be issued to~~  
44 ~~each student who successfully completes the course.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(f) Facilities and Resources. Facilities and class scheduling shall provide each student with~~  
3 ~~sufficient opportunity, with instructor supervision, to develop minimum competency in~~  
4 ~~applying pit and fissure sealants. Such facilities shall include safe, adequate and educationally~~  
5 ~~conducive:~~

6  
7 ~~(1) Lecture classrooms. Classroom size and equipment shall accommodate the number~~  
8 ~~of students enrolled.~~

9  
10 ~~(2) Operatories. Operatories shall be sufficient in number to allow a ratio of at least one~~  
11 ~~operatory for every five students at any one time.~~

12  
13 ~~(A) Each operatory shall replicate a modern dental office containing functional~~  
14 ~~equipment including: a power-operated chair for treating patients in a supine~~  
15 ~~position; operator and assistant stools; air-water syringe; adjustable light; oral~~  
16 ~~evacuation equipment; work surface; hand-washing sink; curing light, and all~~  
17 ~~other armamentarium required to instruct in the application of pit and fissure~~  
18 ~~sealants.~~

19  
20 ~~(B) Each operatory shall be of sufficient size to accommodate a practitioner, a~~  
21 ~~student, an instructor, and a patient at one time.~~

22  
23 ~~(3) Laboratories. The location and number of general use equipment shall assure that~~  
24 ~~each student has the access necessary to develop minimum competency in the~~  
25 ~~application of pit and fissure sealants. Protective eyewear is required for each student.~~

26  
27 ~~(4) Infection Control. The program shall establish written clinical and laboratory~~  
28 ~~protocols to ensure adequate asepsis, infection and hazard control, and disposal of~~  
29 ~~hazardous wastes, which shall comply with the board's regulations and other Federal,~~  
30 ~~State, and local requirements. The program shall provide such protocols to all students,~~  
31 ~~faculty, and appropriate staff to assure compliance with such protocols. Adequate space~~  
32 ~~shall be provided for preparing and sterilizing all armamentarium.~~

33  
34 ~~(5) Emergency Materials/Basic Life Support.~~

35  
36 ~~(A) A written policy on managing emergency situations shall be made available~~  
37 ~~to all students, faculty, and staff.~~

38  
39 ~~(B) All students, faculty, and staff involved in the direct provision of patient care~~  
40 ~~shall be certified in basic life support procedures, including cardiopulmonary~~  
41 ~~resuscitation. Re-certification intervals may not exceed two years. The program~~  
42 ~~shall document, monitor, and ensure compliance by such students, faculty, and~~  
43 ~~staff.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(g) Program Content.~~

2  
3 ~~(1) Sufficient time shall be available for all students to obtain laboratory and clinical~~  
4 ~~experience to achieve minimum competence in the various protocols used in the~~  
5 ~~application of pit and fissure sealants.~~

6  
7 ~~(2) A detailed course outline shall be provided to the board which clearly states~~  
8 ~~curriculum subject matter and specific instruction hours in the individual areas of~~  
9 ~~didactic, laboratory, and clinical instruction.~~

10  
11 ~~(3) General program objectives and specific instructional unit objectives shall be stated~~  
12 ~~in writing, and shall include theoretical aspects of each subject as well as practical~~  
13 ~~application. The theoretical aspects of the program shall provide the content necessary~~  
14 ~~for students to make judgments regarding the application of pit and fissure sealants.~~  
15 ~~The course shall assure that students who successfully complete the course can apply~~  
16 ~~pit and fissure sealants with minimum competence.~~

17  
18 ~~(4) Objective evaluation criteria shall be used for measuring student progress toward~~  
19 ~~attainment of specific course objectives. Students shall be provided with specific unit~~  
20 ~~objectives and evaluation criteria that will be used for all aspects of the curriculum~~  
21 ~~including written and practical examinations. The program shall establish a standard of~~  
22 ~~performance that states the minimum number of satisfactory performances that are~~  
23 ~~required for each procedure.~~

24  
25 ~~(5) Areas of instruction shall include at least the following as they relate to pit and~~  
26 ~~fissure sealants:~~

27  
28 ~~(A) Dental Science – Oral Anatomy, Histology, Physiology, Oral Pathology,~~  
29 ~~Normal/Abnormal Anatomical and Physiological Tooth Descriptions~~

30  
31 ~~(B) Morphology and Microbiology~~

32  
33 ~~(C) Dental Materials and Pharmacology~~

34  
35 ~~(D) Sealant Basics~~

36 ~~1. Legal requirements~~

37 ~~2. Description and goals of sealants~~

38 ~~3. Indications and contraindications~~

39 ~~4. Role in preventive programs~~

40  
41 ~~(E) Sealant Materials~~

42  
43 ~~1. Etchant and/or etchant/bond combination material composition,~~  
44 ~~process, storage and handling~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

- ~~2. Sealant material composition, polymerization type, process, storage and handling~~
- ~~3. Armamentaria for etching and sealant application~~
- ~~4. Problem solving for etchant and sealant material placement/manipulation~~

~~(F) Sealant Criteria~~

- ~~1. Areas of application~~
- ~~2. Patient selection factors~~
- ~~3. Other indication factors~~

~~(G) Preparation Factors~~

- ~~1. Moisture control protocol~~
- ~~2. Tooth/teeth preparation procedures prior to etching or etchant/bond~~

~~(H) Acid Etching or Etchant/Bond Combination~~

- ~~1. Material preparation~~
- ~~2. Application areas~~
- ~~3. Application time factors~~
- ~~4. Armamentaria~~
- ~~5. Procedure~~
- ~~6. Etchant or etchant/bond evaluation criteria~~

~~(I) Sealant Application~~

- ~~1. Application areas~~
- ~~2. Application time factors~~
- ~~3. Armamentaria~~
- ~~4. Procedure for chemical cure and light cure techniques~~
- ~~5. Sealant evaluation criteria~~
- ~~6. Sealant adjustment techniques~~

~~(J) Infection control protocol~~

~~(K) Clinical re-call re-evaluation protocols~~

~~(6) There shall be no more than 14 students per instructor during laboratory instruction. Laboratory instruction may be conducted on a typodont, a simulated model, and/or mounted extracted teeth. Sufficient time shall be available for all students to obtain laboratory experience to achieve minimum competence in pit and fissure sealant application prior to the performance of procedures on patients.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(7) Clinical instruction shall be of sufficient duration to allow the procedures to be~~  
3 ~~performed to clinical proficiency. There shall be no more than 6 students per instructor~~  
4 ~~during clinical instruction. Clinical instruction shall include clinical experience on four~~  
5 ~~patients with two of the four patients used for the clinical examination. Each clinical~~  
6 ~~patient shall have a minimum of four (4) virgin, non-restored, natural teeth, sufficiently~~  
7 ~~erupted so that a dry field can be maintained, for application of the etching, or~~  
8 ~~etchant/bond combination, and sealant materials. Such clinical instruction shall include~~  
9 ~~teeth in all four quadrants for each patient.~~

10  
11 ~~(h) Externship Instruction.~~

12  
13 ~~(1) If an extramural clinical facility is utilized, students shall, as part of an organized~~  
14 ~~program of instruction, be provided with planned, supervised clinical instruction in the~~  
15 ~~application of pit and fissure sealants.~~

16  
17 ~~(2) The program director/coordinator or a dental faculty member shall be responsible~~  
18 ~~for selecting extern clinical sites and evaluating student competence in performing~~  
19 ~~procedures both before and after the clinical assignment.~~

20  
21 ~~(3) Objective evaluation criteria shall be used by the program faculty and clinic~~  
22 ~~personnel.~~

23  
24 ~~(4) Dentists who intend to provide extramural clinical practices shall be oriented by the~~  
25 ~~program director/coordinator or a dental faculty member prior to the student~~  
26 ~~assignment. Orientation shall include the objectives of the course, the preparation the~~  
27 ~~student has had for the clinical assignment, and a review of procedures and criteria to~~  
28 ~~be used by the dentist in evaluating the student during the assignment.~~

29  
30 ~~(5) There shall be a written contract of affiliation with each extramural clinical facility~~  
31 ~~utilized by the program. Such contract shall describe the settings in which the clinical~~  
32 ~~training will be received, affirm that the clinical facility has the necessary equipment and~~  
33 ~~armamentarium appropriate for the procedures to be performed, and affirm that such~~  
34 ~~equipment and armamentarium are in safe operating condition.~~

35  
36 ~~(i) Evaluation and Examination.~~

37  
38 ~~(1) Upon completion of the course, each student shall be able to:~~

39  
40 ~~(A) Identify the major characteristics of oral anatomy, histology, physiology, oral~~  
41 ~~pathology, normal/abnormal anatomical and physiological tooth descriptions,~~  
42 ~~morphology and microbiology as they relate to pit and fissure application.~~

43  
44 ~~(B) Explain the procedure to patients.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(C) Recognize decalcification, caries and fracture lines.~~

3  
4 ~~(D) Identify the indications and contraindications for sealants.~~

5  
6 ~~(E) Identify the characteristics of self-curing and light-cured sealant material.~~

7  
8 ~~(F) Define the appropriate patient selection factors and indication factors for~~  
9 ~~sealant application.~~

10  
11 ~~(G) Utilize proper armamentaria in an organized sequence.~~

12  
13 ~~(H) Maintain appropriate moisture control protocol before and during~~  
14 ~~application of etchant and sealant material.~~

15  
16 ~~(I) Demonstrate the proper technique for teeth preparation prior to etching.~~

17  
18 ~~(J) Select and dispense the proper amount of etchant and sealant material.~~

19  
20 ~~(K) Demonstrate the proper techniques for application of the etchant and~~  
21 ~~sealant material.~~

22  
23 ~~(L) Implement problem solving techniques associated with pit and fissure~~  
24 ~~sealants.~~

25  
26 ~~(M) Evaluate the etchant and sealant placement techniques according to~~  
27 ~~appropriate criteria.~~

28  
29 ~~(N) Check the occlusion and proximal contact for appropriate placement~~  
30 ~~techniques.~~

31  
32 ~~(O) Adjust occlusion and evaluate or correct proximal areas(s) when indicated.~~

33  
34 ~~(P) Maintain aseptic techniques including disposal of contaminated material.~~

35  
36 ~~(2) Each student shall pass a written examination which reflects the entire curriculum~~  
37 ~~content.~~

38  
39 ~~(3) Each student shall pass a clinical examination in which the student successfully~~  
40 ~~completes the application of pit and fissure sealants on two of the four clinical patients~~  
41 ~~required for clinical instruction. The examination shall include teeth in all four~~  
42 ~~quadrants.~~



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections ~~1754~~  
2 1752.1 and 1777, Business and Professions Code.

3  
4 **§ 1070.4. Approval of Coronal Polishing Courses.**

5  
6 (a) A course in the performance of coronal polishing procedures shall have the primary purpose  
7 of providing theory and clinical application in plaque and stain removal techniques from  
8 supragingival tooth surfaces. The Board shall approve and continue to approve only  
9 programmatically curricula and stand-alone courses which continuously adhere to the standards in  
10 this section.

11  
12 (b) A coronal polishing course provider applying for initial approval shall submit a completed  
13 “Application for Coronal Polish Course Provider Approval” (New 12/2020), hereby incorporated  
14 by reference, accompanied by the designated, non-refundable fee as defined in section 1022.  
15 Consistent with section 1070, the Board may approve or deny approval after it evaluates all  
16 components of the course.

17  
18 (c) Continuation of approval will be contingent upon continued compliance with sections 1070,  
19 1070.1 and all requirements set forth herein.

20  
21 (d) **General Provisions:** The program shall make adequate provisions for the course’s supervision  
22 and operation in compliance with this Article and the following:

23  
24 (1) Unless otherwise incorporated in a Board-approved registered dental assisting  
25 program, providers shall require evidence from students that they have met all course  
26 prerequisites prior to their acceptance including current certification in basic life support,  
27 completion of an eight-hour Board-approved course in infection control, and a two-hour  
28 Board-approved course in the Act.

29  
30 (2) When instruction is incorporated in a registered dental assisting program, students  
31 shall have completed instruction in a Board-approved eight-hour infection control course,  
32 basic chairside skills, anatomy, tooth morphology and dental materials and have obtained  
33 certification in basic life support prior to the start of instruction in coronal polish.

34  
35 (3) Providers shall adhere to the requirements for the quantity, qualifications and  
36 responsibilities of the course director and all faculty or instructional staff, as defined in  
37 sections 1070 and 1070.1, at all times.

38  
39 (4) Dental assisting programs and stand-alone courses teaching coronal polish shall not  
40 be required to employ a dentist for the purposes of oversight during pre-clinical or clinical  
41 instruction. Each clinical patient approved for coronal polishing shall be deemed by  
42 faculty of the course or program to have minimal calculus sufficient to receive the  
43 treatment prior to clinical performance by the student.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       (5) Additionally, all patients or their guardians shall complete a health history form with  
2       consent acknowledging the procedure is being performed by a student of the course or  
3       program. Such documentation shall be maintained in the clinical facility's records.  
4

5       (e) **Facilities and Equipment:** Adequate supplies, materials and provisions for  
6       instruction in coronal polishing shall be provided in compliance with the requirements  
7       of Section 1070.  
8

9       (f) **Course Duration:** A course in coronal polishing shall be of sufficient duration, but in no event  
10       less than 12 hours including at least four hours of didactic instruction, at least four hours of  
11       laboratory instruction, and at least four hours of supervised clinical instruction for the student to  
12       obtain applicable theory in didactic instruction, laboratory instruction, and clinical experience to  
13       achieve minimum competence.  
14

15       (g) **Course Curriculum and Examination:**  
16

17       (1) A detailed course outline shall be established and maintained consistent with the  
18       requirements of Section 1070 and shall be provided to students prior to the start of  
19       instruction.  
20

21       (2) General course objectives and specific instructional unit objectives shall be stated in  
22       writing and shall include theoretical aspects of each subject as well as practical  
23       application. The theoretical aspects of the course shall provide the content necessary for  
24       students to achieve minimum competency.  
25

26       (3) Objective evaluation criteria shall be used for measuring student progress toward  
27       attainment of specific course objectives. Students shall be provided with specific  
28       performance objectives and the evaluation criteria that will be used for all aspects of the  
29       curriculum.  
30

31       (4) Each student shall pass a written examination which reflects the curriculum content.  
32

33       (5) Each student shall pass a clinical examination demonstrating minimum competency.  
34

35       (h) **Didactic Instruction:** Areas of instruction shall include the following as they relate to coronal  
36       polishing Successful completion of a written examination to include all areas of didactic  
37       instruction shall occur prior to pre-clinical instruction:  
38

39       (1) **Coronal Polishing Basics:**  
40

41               (A) **Legal requirements**  
42

43               (B) **Description and goals of coronal polishing**  
44

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (C) Indications and contraindications of coronal polishing

2  
3 (D) Criteria for an acceptable coronal polish

4  
5 (2) Principles of plaque and stain formation:

6  
7 (A) Clinical description of plaque, intrinsic and extrinsic stains, and calculus

8  
9 (B) Etiology of plaque and stain

10  
11 (C) Clinical description of teeth that have been properly polished and are free of  
12 stain

13  
14 (D) Tooth morphology and anatomy of the oral cavity as they relate to polishing  
15 techniques and to retention of plaque and stain

16  
17 (3) Polishing materials:

18  
19 (A) Polishing agent(s) composition, storage, and handling

20  
21 (B) Abrasive material(s) composition, storage, and handling, and factors which  
22 affect rate of abrasion

23  
24 (C) Disclosing agent composition, storage, and handling

25  
26 (D) Armamentaria for disclosing and polishing techniques

27  
28 (E) Contraindications for disclosing and polishing techniques

29  
30 (4) Principles of tooth polishing:

31  
32 (A) Clinical application of disclosing before and after a coronal polish

33  
34 (B) Instrument grasps and fulcrum techniques

35  
36 (C) Purpose and techniques of the mouth mirror for indirect vision and retraction

37  
38 (D) Characteristics, manipulation and care of dental handpieces, mechanical  
39 devices, and rotary devices used when performing a coronal polish procedure

40  
41 (E) Introduction of advanced technologies in coronal polishing including the use of  
42 air polishing devices and selective polishing procedures

43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (F) Use of traditional and contemporary polishing techniques, including selective  
2 polishing

3  
4 (G) Techniques for coronal polishing of adults and children

5  
6 (H) Procedures for cleaning fixed and removable prosthesis and orthodontic  
7 appliances

8  
9 (I) Disclosing and polishing evaluation criteria

10  
11 (J) Pre-medication requirements for the compromised patient

12  
13 (5) Infection control protocols

14  
15 (6) OSHA Bloodborne Pathogens Standards

16  
17 **(i) Laboratory, Simulated Clinical and Clinical Instruction:**

18  
19 (1) Providers shall adhere to student/teacher ratios as defined in Section 1070.1 at all  
20 times during laboratory, simulated clinical, and clinical instruction.

21  
22 (2) Students shall be provided with established written competencies identifying specific  
23 objective evaluation criteria and performance objectives for all evaluated experiences.  
24 An experience has been successfully completed only if each procedure meets or exceeds  
25 all stated performance criteria.

26  
27 (3) Upon completion of all didactic instruction, students shall complete the following  
28 competency evaluated experiences:

29  
30 (A) Laboratory experiences which shall be conducted on a typodont which is  
31 mounted and has a fully articulated jaw. Sufficient time shall be available for  
32 students to demonstrate minimum competency performing two laboratory  
33 experiences; or

34  
35 (B) Simulated clinical experiences which shall be conducted on a simulator or  
36 manikin device. Sufficient time shall be available for students to demonstrate  
37 minimum competency performing two simulated clinical experiences.

38  
39 (C) Clinical experiences shall be conducted on three patients with two of the  
40 three) patients used for the clinical examination. The clinical experiences shall  
41 include one performance utilizing a selective polishing technique and one  
42 performance utilizing a full mouth polishing technique. Patient selection and  
43 evaluation shall follow all criteria established by the course. Careful  
44 consideration shall be given to utilizing selective polishing techniques on clinical

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 patients possessing implants, orthodontic bands and brackets, or removable  
2 appliances.

3  
4 **(j) Upon completion of the course, each student shall be able to:**

5  
6 (1) Identify the major characteristics of oral anatomy, histology, physiology, oral  
7 pathology, normal/abnormal anatomical and physiological tooth descriptions,  
8 morphology and microbiology as they relate to coronal polishing.

9 (2) Explain the procedure to patients.

10 (3) Recognize decalcification and mottled enamel.

11 (4) Identify plaque, calculus and stain formation within the oral cavity.

12 (5) Identify the indications and contraindications for disclosing and coronal polishing.

13 (6) Recognize advanced technologies in coronal polishing including the use of air polishing  
14 devices and selective polishing procedures

15 (7) Utilize proper armamentaria in an organized sequence for disclosing and polishing.

16 (8) Perform plaque disclosure.

17 (9) Demonstrate the proper instrument grasp, fulcrum position, and cheek/tongue  
18 retraction.

19 (10) Utilize both full mouth and selective polishing techniques

20 (11) Demonstrate proper polishing techniques using traditional and contemporary  
21 mechanical devices

22 (12) Demonstrate the use of floss, tape, and abrasive strips when appropriate.

23 (13) Demonstrate techniques for cleaning fixed and removal prosthesis and orthodontic  
24 appliances.

25 (14) Maintain aseptic techniques including disposal of contaminated material.

26 (15) Identify the pre-medications for the compromised patient.

27  
28 **(k) Certificate of Completion.** Upon successful completion of the course, students shall receive a  
29 certificate consistent with the requirements defined in Section 1070(m).

30  
31 **(l) Notice of Compliance.** To maintain approval, courses approved prior to the effective date of  
32 these regulations shall submit to the Board a completed "Notice of Compliance with New

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 Requirements for Coronal Polish Courses” (New 12/2020), hereby incorporated by reference,  
2 within ninety (90) days of the effective date of these regulations.

3  
4 ~~The following minimum criteria shall be met for a course in coronal polishing to secure and~~  
5 ~~maintain approval by the Board.~~

6  
7 ~~(a) Educational Setting. The course shall be established at the post-secondary educational level.~~

8  
9 ~~(b) Prerequisites. Each student shall possess the necessary requirements for application for RDA~~  
10 ~~licensure or currently possess an RDA license. Each student shall satisfactorily demonstrate to~~  
11 ~~the instructor clinical competency in infection control requirements prior to clinical instruction~~  
12 ~~in coronal polishing.~~

13  
14 ~~(c) Administration/Faculty. Adequate provision for the supervision and operation of the course~~  
15 ~~shall be made.~~

16  
17 ~~(1) The course director and each faculty member shall possess a valid, active, and~~  
18 ~~current RDAEF, RDH, RDHEF, RDHAP, or dentist license issued by the Board, or an RDA~~  
19 ~~license issued by the Board if the person has completed a board approved course in~~  
20 ~~coronal polishing. All faculty shall have been licensed for a minimum of two years. All~~  
21 ~~faculty shall have the education, background, and occupational experience and/or~~  
22 ~~teaching expertise necessary to teach, place, and evaluate coronal polishing. All faculty~~  
23 ~~responsible for clinical evaluation shall have completed a two hour methodology course~~  
24 ~~in clinical evaluation.~~

25  
26 ~~(2) The course director shall have the education, background, and occupational~~  
27 ~~experience necessary to understand and fulfill the course goals. He/she shall actively~~  
28 ~~participate in and be responsible for the day-to-day administration of the course~~  
29 ~~including the following:~~

30  
31 ~~(A) Providing guidance of didactic, laboratory and clinical assignments.~~

32  
33 ~~(B) Maintaining for a period of not less than 5 years:~~

34  
35 ~~i. Copies of curricula, course outlines, objectives, and grading criteria.~~

36  
37 ~~ii. Copies of faculty credentials, licenses, and certifications.~~

38  
39 ~~iii. Individual student records, including those necessary to establish~~  
40 ~~satisfactory completion of the course.~~

41  
42 ~~(C) Informing the board of any changes to the course content, physical facilities,~~  
43 ~~and/or faculty, within 10 days of such changes.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(d) Length of Course. The program shall be of sufficient duration for the student to develop~~  
2 ~~minimum competence in coronal polishing, but shall in no event be less than 12 clock hours,~~  
3 ~~including at least 4 hours of didactic training, at least 4 hours of laboratory training, and at least~~  
4 ~~4 hours of clinical training.~~

5  
6 ~~(e) Evidence of Completion. A certificate or other evidence of completion shall be issued to~~  
7 ~~each student who successfully completes the course.~~

8  
9 ~~(f) Facilities and Resources. Facilities and class scheduling shall provide each student with~~  
10 ~~sufficient opportunity, with instructor supervision, to develop minimum competency in coronal~~  
11 ~~polishing. Such facilities shall include safe, adequate and educationally conducive:~~

12  
13 ~~(1) Lecture classrooms. Classroom size and equipment shall accommodate the number~~  
14 ~~of students enrolled.~~

15  
16 ~~(2) Operatories. Operatories shall be sufficient in number to allow a ratio of at least one~~  
17 ~~operatory for every six students at any one time.~~

18  
19 ~~(A) Each operatory shall replicate a modern dental office containing functional~~  
20 ~~equipment including: a power-operated chair for treating patients in a supine~~  
21 ~~position; operator and assistant stools; air water syringe; adjustable light; oral~~  
22 ~~evacuation equipment; work surface; hand washing sink; slow speed handpiece,~~  
23 ~~and all other armamentarium required to instruct in the performance of coronal~~  
24 ~~polishing.~~

25  
26 ~~(B) Each operatory shall be of sufficient size to accommodate a student, an~~  
27 ~~instructor, and a patient at one time.~~

28  
29 ~~(3) Laboratories. The location and number of general use equipment shall assure that~~  
30 ~~each student has the access necessary to develop minimum competency in coronal~~  
31 ~~polishing. Protective eyewear is required for each student.~~

32  
33 ~~(4) Infection Control. The program shall establish written clinical and laboratory~~  
34 ~~protocols to ensure adequate asepsis, infection and hazard control, and disposal of~~  
35 ~~hazardous wastes, which shall comply with the board's regulations and other Federal,~~  
36 ~~State, and local requirements. The program shall provide such protocols to all students,~~  
37 ~~faculty, and appropriate staff to assure compliance with such protocols. Adequate space~~  
38 ~~shall be provided for preparing and sterilizing all armamentarium.~~

39 ~~(5) Emergency Materials/Basic Life Support.~~

40  
41  
42 ~~(A) A written policy on managing emergency situations shall be made available~~  
43 ~~to all students, faculty, and staff.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           ~~(B) All students, faculty, and staff involved in the direct provision of patient care~~  
2           ~~shall be certified in basic life support procedures, including cardiopulmonary~~  
3           ~~resuscitation. Re-certification intervals may not exceed two years. The program~~  
4           ~~shall document, monitor, and ensure compliance by such students, faculty, and~~  
5           ~~staff.~~

6  
7 ~~(g) Program Content.~~

8  
9           ~~(1) Sufficient time shall be available for all students to obtain laboratory and clinical~~  
10           ~~experience to achieve minimum competence in the various protocols used in the~~  
11           ~~performance of coronal polishing.~~

12  
13           ~~(2) A detailed course outline shall be provided to the board which clearly states~~  
14           ~~curriculum subject matter and specific instruction hours in the individual areas of~~  
15           ~~didactic, laboratory, and clinical instruction.~~

16  
17           ~~(3) General program objectives and specific instructional unit objectives shall be stated~~  
18           ~~in writing, and shall include theoretical aspects of each subject as well as practical~~  
19           ~~application. The theoretical aspects of the program shall provide the content necessary~~  
20           ~~for students to make judgments regarding the performance of coronal polishing. The~~  
21           ~~course shall assure that students who successfully complete the course can perform~~  
22           ~~coronal polishing with minimum competence.~~

23  
24           ~~(4) Objective evaluation criteria shall be used for measuring student progress toward~~  
25           ~~attainment of specific course objectives. Students shall be provided with specific unit~~  
26           ~~objectives and the evaluation criteria that will be used for all aspects of the curriculum~~  
27           ~~including written and practical examinations. The program shall establish a standard of~~  
28           ~~performance that states the minimum number of satisfactory performances that are~~  
29           ~~required for each procedure.~~

30  
31           ~~(5) Areas of instruction shall include at least the following as they relate to coronal~~  
32           ~~polishing:~~

33  
34           ~~(A) Coronal Polishing Basics~~

35  
36                   ~~i. Legal requirements~~

37  
38                   ~~ii. Description and goals of coronal polishing~~

39  
40                   ~~iii. Indications and contraindications of coronal polishing~~

41  
42                   ~~iv. Criteria for an acceptable coronal polish~~

43  
44           ~~(B) Principles of plaque and stain formation~~



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2           i. ~~Clinical description of plaque, intrinsic and extrinsic stains, and calculus~~

3  
4           ii. ~~Etiology of plaque and stain~~

5  
6           iii. ~~Clinical description of teeth that have been properly polished and are~~  
7           ~~free of stain.~~

8  
9           iv. ~~Tooth morphology and anatomy of the oral cavity as they relate to~~  
10           ~~polishing techniques and to retention of plaque and stain~~

11  
12           (C) ~~Polishing materials~~

13  
14           i. ~~Polishing agent composition, storage and handling~~

15  
16           ii. ~~Abrasive material composition, storage, and handling, and factors~~  
17           ~~which affect rate of abrasion~~

18  
19           iii. ~~Disclosing agent composition, storage and handling.~~

20  
21           iv. ~~Armamentaria for disclosing and polishing techniques.~~

22  
23           v. ~~Contraindications for disclosing and polishing techniques.~~

24  
25           (D) ~~Principals of tooth polishing~~

26  
27           i. ~~Clinical application of disclosing before and after a coronal polish.~~

28  
29           ii. ~~Instrument grasps and fulcrum techniques~~

30  
31           iii. ~~Purpose and techniques of the mouth mirror for indirect vision and~~  
32           ~~retraction.~~

33  
34           iv. ~~Characteristics, manipulation and care of dental handpieces when~~  
35           ~~performing a coronal polish.~~

36  
37           v. ~~Pre medication requirements for the compromised patient.~~

38  
39           vi. ~~Use of adjunct materials for stain removal and polishing techniques~~

40  
41           vii. ~~Techniques for coronal polishing of adults and children.~~

42  
43           viii. ~~Procedures for cleaning fixed and removable prosthesis and~~  
44           ~~orthodontic appliances.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

ix. ~~Disclosing and polishing evaluation criteria.~~

(E) ~~Infection control protocols~~

~~(6) There shall be no more than 6 students per instructor during laboratory instruction. Sufficient time shall be available for all students to obtain laboratory experience to achieve minimum competence in the performance of coronal polishing prior to the performance of procedures on patients.~~

~~(7) Clinical instruction shall be of sufficient duration to allow the procedures to be performed to clinical proficiency, which may include externship instruction as provided in subdivision (h). There shall be no more than 6 students per instructor during clinical instruction. Clinical instruction shall include clinical experience on at least three patients, with two of the three patients used for the clinical examination.~~

~~(h) Externship Instruction.~~

~~(1) If an extramural clinical facility is utilized for clinical instruction as provided in subdivision (g)(7), students shall, as part of an organized program of instruction, be provided with planned, supervised clinical instruction in the application of coronal polishing.~~

~~(2) The program director/coordinator or a dental faculty member shall be responsible for selecting extern clinical sites and evaluating student competence in performing procedures both before and after the clinical assignment.~~

~~(3) Objective evaluation criteria shall be used by the program faculty and clinic personnel.~~

~~(4) Dentists who intend to provide extramural clinical practices shall be oriented by the program director/coordinator or a dental faculty member prior to the student assignment. Orientation shall include the objectives of the course, the preparation the student has had for the clinical assignment, and a review of procedures and criteria to be used by the dentist in evaluating the student during the assignment.~~

~~(5) There shall be a written contract of affiliation with each extramural clinical facility utilized by the program. Such contract shall describe the settings in which the clinical training will be received, affirm that the clinical facility has the necessary equipment and armamentarium appropriate for the procedures to be performed, and affirm that such equipment and armamentarium are in safe operating condition.~~

~~(i) Evaluation and Examination.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(1) Upon completion of the course, each student shall be able to:~~

2  
3 ~~(A) Identify the major characteristics of oral anatomy, histology, physiology, oral~~  
4 ~~pathology, normal/abnormal anatomical and physiological tooth descriptions,~~  
5 ~~morphology and microbiology as they relate to coronal polishing.~~

6  
7 ~~(B) Explain the procedure to patients.~~

8  
9 ~~(C) Recognize decalcification and mottled enamel.~~

10  
11 ~~(D) Identify plaque, calculus and stain formation within the oral cavity.~~

12  
13 ~~(E) Identify the indications and contraindications for disclosing and coronal~~  
14 ~~polishing.~~

15  
16 ~~(F) Identify the pre-mediations for the compromised patient.~~

17  
18 ~~(G) Utilize proper armamentaria in an organized sequence for disclosing and~~  
19 ~~polishing.~~

20  
21 ~~(H) Perform plaque disclosure.~~

22  
23 ~~(I) Demonstrate the proper instrument grasp, fulcrum position, and~~  
24 ~~cheek/tongue retraction.~~

25  
26 ~~(J) Select and dispense the proper amount of polishing agent.~~

27  
28 ~~(K) Demonstrate proper polishing techniques using appropriate cup adaptation,~~  
29 ~~stroke, and handpiece use.~~

30  
31 ~~(L) Demonstrate the use of floss, tape, and abrasive strips when appropriate.~~

32  
33 ~~(M) Demonstrate techniques for cleaning fixed and removal prosthesis and~~  
34 ~~orthodontic appliances.~~

35  
36 ~~(N) Maintain aseptic techniques including disposal of contaminated material.~~

37  
38 ~~(2) Each student shall pass a written examination which reflects the entire curriculum~~  
39 ~~content.~~

40  
41 ~~(3) Each student shall pass a clinical examination in which the student successfully~~  
42 ~~completes coronal polishing on two of the three clinical patients required for clinical~~  
43 ~~instruction.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1645.1  
2 and 1753.5, Business and Professions Code.

3  
4 **§ 1070.5. Approval of Ultrasonic Scaling Courses.**

5  
6 (a) A course in the performance of ultrasonic scaling for removal of orthodontic cement shall  
7 have the primary purpose of providing theory and clinical application in the mechanical removal  
8 of orthodontic cement from around bands and brackets utilized in orthodontic treatment. The  
9 Board shall approve and continue to approve only programmatic curricula and stand-alone  
10 courses which continuously adhere to the standards in this section.

11  
12 (b) A course provider applying for initial approval shall submit a completed “Application for  
13 Orthodontic Ultrasonic Scaler Course Provider Approval” (New 12/2020), hereby incorporated by  
14 reference, accompanied by the designated, non-refundable fee as defined in Section 1022.  
15 Consistent with Section 1070, the Board may approve or deny approval after it evaluates all  
16 components of the course.

17  
18 (c) Continuation of approval will be contingent upon continued compliance with Sections 1070,  
19 1070.1 and all requirements set forth herein.

20  
21 (d) **General Provisions:** The program shall make adequate provisions for the course’s supervision  
22 and operation in compliance with this Article and the following:

23  
24 (1) Each student in a stand-alone course shall possess an active, valid and current RDA  
25 license as a registered dental assistant or an Orthodontic Assistant Permit. Courses shall  
26 establish and demonstrate to the Board the protocols necessary to ensure students have  
27 met licensure as a prerequisite prior to the start of instruction. Students enrolled in a  
28 Board-approved Orthodontic Assistant Permit Course are exempt from this prerequisite.

29  
30 (2) Registered dental assisting programs incorporating ultrasonic scaling as a component  
31 of a total program of instruction shall ensure all students have completed instruction in a  
32 Board approved eight hour infection control course and basic chairside skills prior to  
33 instruction in orthodontic procedures involving ultrasonic scaling for cement removal.

34  
35 (3) Providers shall adhere to the requirements for the quantity, qualifications, and  
36 responsibilities of the course director and all faculty or instructional staff, as defined in  
37 Sections 1070 and 1070.1, at all times.

38  
39 **(e) Facilities and Equipment:**

40  
41 (1) Adequate supplies, materials, and provisions for instruction in ultrasonic scaling for  
42 cement removal shall be provided in compliance with the requirements of Section 1070.  
43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (2) There shall be a sufficient number of safe, adequate, and educationally conducive  
2           lecture classrooms and operatories in compliance with the requirements of Section  
3           1070. Adequate cleaning, disinfecting, and sterilizing facilities shall be provided.

4  
5           (3) All disinfection and sterilization procedures specified in Section 1005 shall be  
6           incorporated in course content and followed during all laboratory experiences.

7  
8           (4) Orthodontically banded typodonts in the ratios described in 1070(g).  
9

10 **(f) Course Duration:** As part of an organized course of instruction, sufficient time shall be  
11 available for all students to achieve minimum competence in the various protocols used during  
12 ultrasonic scaling for orthodontic cement removal. The course shall be no less than four hours in  
13 length consisting of a combination of didactic and at least 2 hours of laboratory instruction  
14 designed for the student to develop minimum competency in all aspects of the subject area.

15  
16 **(g) Course Curriculum and Examination:**

17  
18           (1) A detailed course outline shall be established and maintained consistent with the  
19           requirements of Section 1070 and shall be provided to students prior to the start of  
20           instruction.

21  
22           (2) General course objectives and specific instructional unit objectives shall be stated in  
23           writing and shall include theoretical aspects of each subject as well as practical  
24           application. The theoretical aspects of the course shall provide the content necessary for  
25           students to make judgments regarding ultrasonic scaling for orthodontic procedures.

26  
27           (3) Objective evaluation criteria shall be used for measuring student progress toward  
28           attainment of specific course objectives. Students shall be provided with specific  
29           performance objectives and the evaluation criteria that will be used for all aspects of the  
30           curriculum.

31  
32           (4) Each student shall pass a written examination which reflects the curriculum content.

33  
34           (5) Students shall be provided with established written competencies identifying specific  
35           objective evaluation criteria and performance objectives for all evaluated experiences.  
36           An experience has been successfully completed only if each procedure meets or exceeds  
37           all stated performance criteria.

38  
39           (6) Providers shall adhere to student/teacher ratios as defined in section 1070.1 at all  
40           times during laboratory, simulated clinical and clinical instruction.

41  
42 **(h) Didactic Instruction:** Areas of instruction shall include, at a minimum, the following as they  
43 relate to ultrasonic scaling for cement removal:

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (1) Ultrasonic scaling basics:

3  
4 (A) Legal requirements.

5  
6 (B) Description and goals of ultrasonic scaling.

7  
8 (C) Indications and contraindications of using an ultrasonic scaler as it relates to  
9 methods of cement removal.

10  
11 (D) Criteria for acceptable cement removal from orthodontically banded teeth.

12  
13 (2) Tooth anatomy as it relates to the use and technique of an ultrasonic scaler in cement  
14 removal of orthodontically banded teeth.

15  
16 (3) Armamentarium and equipment use and care.

17  
18 (4) Principles of cement removal from orthodontically banded teeth.

19  
20 (A) Characteristics of ultrasonic scaler units and tips for cement removal.

21  
22 (B) Instrument grasps and fulcrum techniques.

23  
24 (C) Purpose and techniques of the mouth mirror for indirect vision and retraction.

25  
26 (D) Characteristics, manipulation, and care of ultrasonic scaler unit when removing  
27 excess cement from orthodontically banded teeth.

28  
29 (E) Effects of ultrasonic scalers on hard and soft tissue including root damage, enamel  
30 damage, thermal damage, and soft tissue damage.

31  
32 (F) Patient and operator safety including systemic medical complications and  
33 managing patients with pacemakers.

34  
35 (G) Use of adjunct material for removal of excess cement from orthodontically banded  
36 teeth.

37  
38 (H) Techniques for removal of excess cement from orthodontically banded teeth on a  
39 banded typodont.

40  
41 (I) Evaluation criteria for removal of excess cement by an ultrasonic scaler on a banded  
42 typodont.

43  
44 (i) Extramural instruction:

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (1) If an extramural facility is utilized, students shall, as part of an organized program of  
3 instruction, be provided with planned, supervised instruction in the removal of excess  
4 cement from orthodontically banded teeth.

5  
6 (2) The course director/coordinator or a dental faculty member shall be responsible for  
7 selecting extramural sites and evaluating student competence in performing procedures  
8 both before and after the extramural assignment.

9  
10 (3) Objective evaluation criteria shall be used by the program faculty and extramural  
11 personnel.

12  
13 (4) Dentists who intend to provide extramural facilities shall be oriented by the course  
14 director/coordinator or a dental faculty member prior to the student assignment.  
15 Orientation shall include the objectives of the course, the preparation the student has  
16 had for the clinical assignment, and a review of procedures and criteria to be used by  
17 the dentist in evaluating the student during the assignment.

18  
19 (5) There shall be a written contract of affiliation with each extramural facility utilized by  
20 the course. Such contract shall describe the settings in which the instruction will be  
21 received, affirm that the extramural facility has the necessary equipment and  
22 armamentarium appropriate for the procedures to be performed, and affirm that such  
23 equipment and armamentarium are in safe operating condition.

24  
25 **(i) Course Completion:** Upon completion of the course, each student shall be able to:

26  
27 (1) Identify the major characteristics of oral anatomy, histology, physiology, oral  
28 pathology, normal/abnormal anatomical and physiological tooth descriptions,  
29 morphology and microbiology as they relate to the use of an ultrasonic scaler in the  
30 removal of cement from orthodontic bands.

31  
32 (2) Describe the necessary aspects of pre-operative instructions to patients.

33  
34 (3) Recognize loose appliances.

35  
36 (4) Recognize decalcification and mottled enamel.

37  
38 (5) Identify the indications and contraindications of using an ultrasonic scaler as it  
39 relates to other methods of cement removal.

40  
41 (6) Identify pre-medications for the compromised patient.

42  
43 (7) Utilize proper armamentaria in an organized sequence for the use of an ultrasonic  
44 scaler in cement removal on an orthodontically banded typodont.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (8) Demonstrate, on an orthodontically banded typodont, the proper instrument grasp,  
3 fulcrum position, and cheek/tongue retraction.

4  
5 (9) Demonstrate the proper techniques for removal of cement from teeth under  
6 orthodontic treatment without causing damage to hard or soft tissues, removing  
7 cement from underneath appliances, or loosening appliances.

8  
9 (10) Maintain aseptic techniques including disposal of contaminated materials.

10  
11 (11) Each student shall pass a written examination which reflects the entire curriculum  
12 content.

13  
14 (12) Each student shall pass a laboratory examination on two orthodontically banded  
15 typodonts which represent all four quadrants which have been banded using  
16 cementation product(s) easily visible to the operator.

17  
18 (k) **Certificate of Completion.** Upon successful completion of the course, students shall receive a  
19 certificate consistent with the requirements defined in Section 1070(m).

20  
21 (l) **Notice of Compliance.** To maintain approval, courses approved prior to the effective date of  
22 these regulations shall submit to the Board a completed “Notice of Compliance with New  
23 Requirements for Orthodontic Ultrasonic Scaling Courses” (New 12/2020), hereby incorporated  
24 by reference, within ninety (90) days of the effective date of these regulations.

25  
26 ~~The following minimum criteria shall be met for a course in the removal of excess cement from~~  
27 ~~coronal surfaces of teeth under orthodontic treatment by means of an ultrasonic scaler,~~  
28 ~~hereinafter referred to as “ultrasonic scaling”, to secure and maintain approval by the Board.~~

29  
30 ~~(a) Educational Setting. The course shall be established at the post-secondary educational level.~~

31  
32 ~~(b) Prerequisites. Each student shall possess the necessary requirements for application for RDA~~  
33 ~~licensure or currently possess an RDA license.~~

34  
35 ~~(c) Administration/Faculty. Adequate provision for the supervision and operation of the course~~  
36 ~~shall be made.~~

37  
38 ~~(1) The course director and each faculty member shall possess a valid, active, and~~  
39 ~~current RDAEF, RDH, RDHEF, RDHAP, or dentist license issued by the Board, or an RDA~~  
40 ~~license issued by the Board if the person has completed a board approved course in~~  
41 ~~ultrasonic scaling. All faculty shall have been licensed for a minimum of two years. All~~  
42 ~~faculty shall have the education, background, and occupational experience and/or~~  
43 ~~teaching expertise necessary to teach and evaluate ultrasonic scaling.~~



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(2) The course director shall have the education, background, and occupational~~  
2 ~~experience necessary to understand and fulfill the course goals. He/she shall actively~~  
3 ~~participate in and be responsible for the day-to-day administration of the course~~  
4 ~~including the following:~~

5  
6 ~~(A) Providing guidance of didactic and laboratory assignments.~~

7  
8 ~~(B) Maintaining for a period of not less than 5 years:~~

9  
10 ~~(i) Copies of curricula, course outlines, objectives, and grading criteria.~~

11  
12 ~~(ii) Copies of faculty credentials, licenses, and certifications.~~

13  
14 ~~(iii) Individual student records, including those necessary to establish~~  
15 ~~satisfactory completion of the course.~~

16  
17 ~~(C) Informing the board of any changes to the course content, physical facilities,~~  
18 ~~and/or faculty, within 10 days of such changes.~~

19  
20 ~~(d) Length of Course. The program shall be of sufficient duration for the student to develop~~  
21 ~~minimum competence in ultrasonic scaling, but shall in no event be less than 4 clock hours,~~  
22 ~~including at least 2 hours of laboratory training.~~

23  
24 ~~(e) Evidence of Completion. A certificate or other evidence of completion shall be issued to~~  
25 ~~each student who successfully completes the course.~~

26  
27 ~~(f) Facilities and Resources. Facilities and class scheduling shall provide each student with~~  
28 ~~sufficient opportunity, with instructor supervision, to develop minimum competency in~~  
29 ~~ultrasonic scaling. Such facilities shall include safe, adequate and educationally conducive:~~

30  
31 ~~(1) Lecture classrooms. Classroom size and equipment shall accommodate the number~~  
32 ~~of students enrolled.~~

33  
34 ~~(2) Operatories. Operatories shall be sufficient in number to allow a ratio of at least one~~  
35 ~~operatory for every six students at any one time.~~

36  
37 ~~(A) Each operatory shall replicate a modern dental office containing functional~~  
38 ~~equipment including: a power operated chair for treating patients in a supine~~  
39 ~~position; operator and assistant stools; air water syringe; adjustable light; oral~~  
40 ~~evacuation equipment; work surface, hand washing sink; and all other~~  
41 ~~armamentarium required to instruct in the performance of ultrasonic scaling.~~

42  
43 ~~(B) Each operatory shall be of sufficient size to accommodate a student and an~~  
44 ~~instructor at one time.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(3) Laboratories. The location and number of general use equipment shall assure that~~  
3 ~~each student has the access necessary to develop minimum competency in ultrasonic~~  
4 ~~scaling. There shall be at least one ultrasonic unit and orthodontically banded typodont~~  
5 ~~for every four students. This procedure shall be performed by an operator wearing~~  
6 ~~gloves, mask, and safety glasses.~~

7  
8 ~~(4) Infection Control. The program shall establish written laboratory protocols to ensure~~  
9 ~~adequate asepsis, infection and hazard control, and disposal of hazardous wastes, which~~  
10 ~~shall comply with the board's regulations and other Federal, State, and local~~  
11 ~~requirements. The program shall provide such protocols to all students, faculty, and~~  
12 ~~appropriate staff to assure compliance with such protocols. Adequate space and~~  
13 ~~equipment shall be provided for preparing and sterilizing all armamentarium.~~

14  
15 ~~(g) Program Content.~~

16  
17 ~~(1) Sufficient time shall be available for all students to obtain laboratory experience to~~  
18 ~~achieve minimum~~  
19 ~~competence in the various protocols used in the performance of ultrasonic scaling.~~

20  
21 ~~(2) A detailed course outline shall be provided to the board which clearly states~~  
22 ~~curriculum subject matter and specific instruction hours in the individual areas of~~  
23 ~~didactic and laboratory instruction and practical examination evaluation criteria.~~

24  
25 ~~(3) General program objectives and specific instructional unit objectives shall be stated~~  
26 ~~in writing, and shall include theoretical aspects of each subject as well as practical~~  
27 ~~application. The theoretical aspects of the program shall provide the content necessary~~  
28 ~~for students to make judgments regarding the performance of ultrasonic scaling. The~~  
29 ~~course shall assure that students who successfully complete the course can perform~~  
30 ~~ultrasonic scaling with minimum competence.~~

31  
32 ~~(4) Objective evaluation criteria shall be used for measuring student progress toward~~  
33 ~~attainment of specific course objectives. Students shall be provided with specific unit~~  
34 ~~objectives and the evaluation criteria that will be used for all aspects of the curriculum~~  
35 ~~including written and practical examinations. The program shall establish a standard of~~  
36 ~~performance that states the minimum number of satisfactory performances that are~~  
37 ~~required for each procedure.~~

38  
39 ~~(5) Areas of instruction shall include at least the following as they relate to ultrasonic~~  
40 ~~scaling:~~

41  
42 ~~(A) Ultrasonic Scaling Basics~~

43  
44 ~~i. Legal requirements;~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2           ii. ~~Description and goals of ultrasonic scaling;~~

3  
4           iii. ~~Indications and contraindication of using an ultrasonic scaler as it~~  
5           ~~relates to other methods of cement removal;~~

6  
7           iv. ~~Criteria for acceptable cement removal from orthodontically banded~~  
8           ~~teeth.~~

9  
10       ~~(B) Tooth morphology and anatomy of the oral cavity as they relate to the use of~~  
11       ~~an ultrasonic scaler in cement removal of orthodontically banded teeth.~~

12  
13       ~~(C) Armamentarium and equipment use and care.~~

14  
15       ~~(D) Principles of cement removal from orthodontically banded teeth~~

16           ~~i. Characteristics of ultrasonic scaler units and tips for cement removal;~~

17  
18           ~~ii. Instrument grasps and fulcrum techniques;~~

19           ~~iii. Purpose and techniques of the mouth mirror for indirect vision and~~  
20           ~~retraction;~~

21           ~~iv. Characteristics, manipulation and care of ultrasonic scaler unit when~~  
22           ~~removing excess cement from orthodontically banded teeth;~~

23           ~~v. Effects of ultrasonic scalers on hard and soft tissue including root~~  
24           ~~damage, enamel damage, thermal damage, and soft tissue damage;~~

25           ~~vi. Patient and operator safety including systemic medical complications~~  
26           ~~and managing patients with pacemakers;~~

27           ~~vii. Use of adjunct material for removal of excess cement from~~  
28           ~~orthodontically banded teeth;~~

29           ~~viii. Techniques for removal of excess cement from orthodontically~~  
30           ~~banded teeth on a banded typodont;~~

31           ~~ix. Evaluation criteria for removal of excess cement by an ultrasonic scaler~~  
32           ~~on a banded typodont.~~

33  
34  
35  
36  
37  
38  
39  
40  
41  
42       ~~(E) Infection control protocols~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(6) There shall be no more than six (6) students per instructor during laboratory~~  
2 ~~instruction. Laboratory experience will consist of practice on orthodontically banded~~  
3 ~~typodonts. Sufficient time shall be available for all students to obtain laboratory~~  
4 ~~experience to achieve minimum competence in the performance of ultrasonic scaling~~  
5 ~~prior to examination on two orthodontically banded typodonts for evaluation of clinical~~  
6 ~~competence.~~

7  
8 ~~(h) Extramural Instruction.~~

9  
10 ~~(1) If an extramural facility is utilized, students shall, as part of an organized program of~~  
11 ~~instruction, be provided with planned, supervised instruction in the removal of excess~~  
12 ~~cement from orthodontically banded teeth.~~

13  
14 ~~(2) The program director/coordinator or a dental faculty member shall be responsible~~  
15 ~~for selecting extramural sites and evaluating student competence in performing~~  
16 ~~procedures both before and after the extramural assignment.~~

17  
18 ~~(3) Objective evaluation criteria shall be used by the program faculty and extramural~~  
19 ~~personnel.~~

20  
21 ~~(4) Dentists who intend to provide extramural facilities shall be oriented by the program~~  
22 ~~director/coordinator or a dental faculty member prior to the student assignment.~~  
23 ~~Orientation shall include the objectives of the course, the preparation the student has~~  
24 ~~had for the clinical assignment, and a review of procedures and criteria to be used by~~  
25 ~~the dentist in evaluating the student during the assignment.~~

26  
27 ~~(5) There shall be a written contract of affiliation with each extramural facility utilized by~~  
28 ~~the program. Such contract shall describe the settings in which the instruction will be~~  
29 ~~received, affirm that the extramural facility has the necessary equipment and~~  
30 ~~armamentarium appropriate for the procedures to be performed, and affirm that such~~  
31 ~~equipment and armamentarium are in safe operating condition.~~

32  
33 ~~(i) Evaluation and Examination.~~

34  
35 ~~(1) Upon completion of the course, each student shall be able to:~~

36  
37 ~~(A) Identify the major characteristics of oral anatomy, histology, physiology, oral~~  
38 ~~pathology, normal/abnormal anatomical and physiological tooth descriptions,~~  
39 ~~morphology and microbiology as they relate to the use of an ultrasonic scaler in~~  
40 ~~the removal of cement from orthodontic bands.~~

41  
42 ~~(B) Describe the necessary aspects of pre-operative instructions to patients.~~

43  
44 ~~(C) Recognize loose appliances.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2           ~~(D) Recognize decalcification and mottled enamel.~~

3  
4           ~~(E) Identify the indications and contraindications of using an ultrasonic scaler as~~  
5           ~~it relates to other methods of cement removal.~~

6  
7           ~~(F) Identify pre-mediations for the compromised patient.~~

8  
9           ~~(G) Utilize proper armamentaria in an organized sequence for the use of an~~  
10           ~~ultrasonic scaler in cement removal on an orthodontically banded typodont.~~

11  
12           ~~(H) Demonstrate, on an orthodontically banded typodont, the proper instrument~~  
13           ~~grasp, fulcrum position, and cheek/tongue retraction.~~

14  
15           ~~(I) Demonstrate the proper techniques for removal of cement from teeth under~~  
16           ~~orthodontic treatment without causing damage to hard or soft tissues, removing~~  
17           ~~cement from underneath appliances, or loosening appliances.~~

18  
19           ~~(J) Maintain aseptic techniques including disposal of contaminated materials.~~

20  
21           ~~(2) Each student shall pass a written examination which reflects the entire curriculum~~  
22           ~~content.~~

23  
24           ~~(3) Each student shall pass a laboratory examination on two orthodontically banded~~  
25           ~~typodonts which represent all four quadrants which have been banded using~~  
26           ~~cementation product(s) easily visible to the operator.~~

27  
28 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Section  
29 ~~1754~~1752.1, Business and Professions Code.

30  
31  
32  
33  
34 **§ 1070.6. Approval of Infection Control Courses.**

35  
36 (a) A course in infection control for unlicensed dental assistants shall have the primary purpose  
37 of providing theory and application in a clinical setting in infection control practices and principles  
38 consistent with Section 1005, Minimum Standards for Infection Control. The Board shall approve  
39 only programmatic curricula and stand-alone courses which continuously adhere to the  
40 standards in this section.

41  
42 (b) A course provider applying for initial approval shall submit a completed "Application for  
43 Infection Control Course Provider Approval" (New 12/2020), hereby incorporated by reference,  
44 accompanied by the designated, non-refundable fee as defined in Section 1022. Consistent with

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 Section 1070, the Board may approve or deny approval after it evaluates all components of the  
2 course.

3  
4 (c) Continuation of approval will be contingent upon continued compliance with Sections 1070,  
5 1070.1 and all requirements set forth herein.

6  
7 (d) **General Provisions:** The program shall adhere to the requirements for the quantity,  
8 qualifications and responsibilities of the course director and all faculty or instructional staff, as  
9 defined in Sections 1070 and 1070.1, at all times.

10  
11 **(e) Facilities and Equipment:**

12  
13 (1) Adequate supplies, materials, and provisions for instruction in infection control shall  
14 be provided in compliance with the requirements of Section 1070.

15  
16 (2) There shall be a sufficient number of safe, adequate, and educationally conducive  
17 lecture classrooms and operatories in compliance with the requirements of Section  
18 1070. Adequate cleaning, disinfecting, and sterilizing facilities shall be provided.

19  
20 (3) All disinfection and sterilization procedures specified in Section 1005 shall be  
21 incorporated in the course content and followed during all laboratory experiences.

22  
23 (f) **Course Duration:** The course shall be of sufficient duration for the student to develop  
24 minimum competency in all aspects of Cal/OSHA regulations (8 CCR 330-344.85) and the Board's  
25 Minimum Standards for Infection Control (16 CCR 1005). The course shall be no less than eight  
26 hours in length consisting of four hours of didactic and four hours of laboratory instruction  
27 designed for the student to develop minimum competency in all aspects of the subject area.

28  
29 **(g) Course Curriculum and Examination:**

30  
31 (1) A detailed course outline shall be established and maintained consistent with the  
32 requirements of Section 1070 and shall be provided to students prior to the start of  
33 instruction.

34  
35 (2) General course objectives and specific instructional unit objectives shall be stated in  
36 writing and shall include theoretical aspects of each subject as well as practical  
37 application. The theoretical aspects of the course shall provide the content necessary for  
38 students to make judgments regarding infection control procedures.

39  
40 (3) Objective evaluation criteria shall be used for measuring student progress toward  
41 attainment of minimum competency in a laboratory or preclinical setting. Students shall  
42 be provided with specific performance objectives and the evaluation criteria that will be  
43 used for all aspects of the curriculum.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (4) Each student shall pass a written examination which reflects the curriculum content.  
2

3 **(h) Didactic Instruction:** Areas of instruction shall include, at a minimum, the following as they  
4 relate to infection control:

5  
6           (1) Cal/OSHA regulations (8 CCR 330-344.85) and the Board’s Minimum Standards for  
7 Infection Control (16 CCR 1005):  
8

9           (2) Basic dental science and microbiology as they relate to infection control in dentistry.  
10

11           (3) Legal and ethical aspects of infection control procedures.  
12

13           (4) Principles of modes of disease transmission and prevention.  
14

15           (5) Principles, techniques, and protocols of hand hygiene, personal protective equipment,  
16 surface barriers and disinfection, sterilization, sanitation, and hazardous chemicals  
17 associated with infection control.  
18

19           (6) Principles and protocols of sterilizer monitoring and the proper loading, unloading,  
20 storage, and transportation of instruments to work area.  
21

22           (7) Principles and protocols associated with sharps management.  
23

24           (8) Principles and protocols of infection control for laboratory areas.  
25

26           (9) Principles and protocols of waterline maintenance.  
27

28           (10) Principles and protocols of regulated and nonregulated waste management.  
29

30           (11) Principles and protocols related to injury and illness prevention, hazard  
31 communication, general office safety, exposure control, post-exposure requirements,  
32 and monitoring systems for radiation safety and sterilization systems.  
33

34 **(i) Laboratory and Simulated Clinical Instruction:**  
35

36           (1) Providers shall adhere to student/teacher ratios as defined in Section 1070.1 at all  
37 times during laboratory and simulated clinical instruction.  
38

39           (2) Students shall be provided with established written competencies identifying specific  
40 objective evaluation criteria and performance objectives for all evaluated experiences.  
41 An experience has been successfully completed only if each procedure meets or exceeds  
42 all stated performance criteria.  
43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (3) Upon completion of all didactic instruction, students shall demonstrate minimum  
2 competency in the following experiences in the laboratory or simulated-clinical  
3 environment:

4  
5 (A) Hand hygiene procedures.

6  
7 (B) Proper use and disposal of personal protective equipment.

8  
9 (C) Proper processing of contaminated instrumentation from precleaning to  
10 sterilization.

11  
12 (D) Operatory asepsis procedures to include precleaning, disinfection and proper  
13 use of barriers.

14  
15 (E) Proper procedural steps in preparing cleaned instruments for sterilization,  
16 including packaging and wrapping

17  
18 (F) Knowledge of the use of biological spore testing materials

19  
20 (G) Proper protocols for the safe handling and disposal of biohazardous waste  
21 and sharps.

22  
23 (H) Work practice controls relating to the disinfection of intraoral impressions,  
24 bite registrations and prosthetic appliances when prepared for manipulation in a  
25 lab.

26  
27 (I) Proper protocol for required maintenance of dental unit water lines and  
28 devices.

29  
30 (4) Each student shall pass a written examination which reflects the curriculum content.

31  
32 (i) **Course Completion:** Upon completion of the course, each student shall be able to:

33  
34 (1) Demonstrate knowledge of Cal/OSHA regulations (8 CCR 330-344.85) and the  
35 Board's Minimum Standards for Infection Control (16 CCR 1005):

36  
37 (2) Demonstrate knowledge of basic dental sciences and microbiology as they relate to  
38 infection control in dentistry.

39  
40 (3) Demonstrate knowledge of legal and ethical aspects of infection control procedures.

41  
42 (4) Demonstrate knowledge of the principles of modes of disease transmission and  
43 prevention.



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (5) Identify the principles, techniques, and protocols of hand hygiene, personal  
2 protective equipment, surface barriers and disinfection, sterilization, sanitation, and  
3 hazardous chemicals associated with infection control.

4  
5 (6) Identify the principles and protocols of sterilizer monitoring and the proper loading,  
6 unloading, storage, and transportation of instruments to work area.

7  
8 (7) Identify the principles and protocols associated with sharps management.

9  
10 (8) Discuss the principles and protocols related to injury and illness prevention, hazard  
11 communication, general office safety, exposure control, post-exposure requirements,  
12 and monitoring systems sterilization systems.

13  
14 (k) **Certificate of Completion.** Upon successful completion of the course, students shall receive a  
15 certificate consistent with the requirements defined in section 1070(m).

16  
17 (l) **Notice of Compliance.** To maintain approval, courses approved prior to the effective date of  
18 these regulations shall submit to the Board a completed "Notice of Compliance with New  
19 Requirements for Infection Control Courses" (New 12/2020), hereby incorporated by reference,  
20 within ninety (90) days of the effective date of these regulations.

21  
22 In addition to the requirements of Sections 1070 and 1070.1 of these regulations, the following  
23 criteria shall be met by a course in infection control, as required in Sections 1750, 1750.2,  
24 1750.4, and 1752.1 of the Business and Professions Code, to secure and maintain approval by  
25 the Board:

26  
27 (a) Adequate provisions for the supervision and operation of the course in infection control  
28 shall be made in compliance with Section 1070. Notwithstanding Section 1070, faculty shall not  
29 be required to be licensed by the Board, but faculty shall have experience in the instruction of  
30 California Division of Occupational Safety and Health (Cal/OSHA) regulations (Cal. Code Regs.,  
31 Title 8, Sections 330-344.85) and the Board's Minimum Standards for Infection Control (Cal.  
32 Code Regs., Title 16, Section 1005). In addition, all faculty responsible for clinical evaluation  
33 shall have completed a two-hour methodology course in clinical evaluation.

34  
35 (b) A course in infection control shall be of sufficient duration for the student to develop  
36 minimum competency in all aspects of Cal/OSHA regulations (Cal. Code Regs., Title 8, Sections  
37 330-344.85) and the Board's Minimum Standards for Infection Control (Cal. Code Regs., Title 16,  
38 Section 1005), but in no event less than eight hours, including at least four hours of didactic  
39 instruction, at least two hours of laboratory or preclinical instruction, and at least two hours of  
40 clinical instruction. Preclinical instruction shall utilize instruments, surfaces, and situations  
41 where contamination is simulated, without actual contamination, from bloodborne and other  
42 pathogens being present.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(c) The minimum requirements for equipment and armamentaria shall include personal~~  
2 ~~protective equipment, sterilizer approved by the United States Food and Drug Administration~~  
3 ~~(FDA), ultrasonic unit or instrument processing device, sharps container, selection of~~  
4 ~~instruments, equipment, and armamentaria that are necessary to instruct or demonstrate~~  
5 ~~proper hazardous waste disposal, consistent with Cal/OSHA regulations (Cal. Code Regs., Title 8,~~  
6 ~~Sections 330-344.85), local, state, and federal mandates, and all other armamentaria required~~  
7 ~~to instruct or properly demonstrate the subjects described in the course content.~~

8  
9 ~~(d) Areas of instruction shall include, at a minimum, the instruction specified in subdivisions (e)~~  
10 ~~and (f).~~

11  
12 ~~(e) Didactic instruction shall include, at a minimum, the following as they relate to Cal/OSHA~~  
13 ~~regulations (Cal. Code Regs., Title 8, Sections 330-344.85) and the Board's Minimum Standards~~  
14 ~~for Infection Control (Cal. Code Regs., Title 16, Section 1005):~~

15  
16 ~~(1) Basic dental science and microbiology as they relate to infection control in dentistry.~~

17  
18 ~~(2) Legal and ethical aspects of infection control procedures.~~

19  
20 ~~(3) Terms and protocols specified in Cal. Code of Regs., Title 16, Section 1005 regarding~~  
21 ~~the minimum standards for infection control.~~

22  
23 ~~(4) Principles of modes of disease transmission and prevention.~~

24  
25 ~~(5) Principles, techniques, and protocols of hand hygiene, personal protective~~  
26 ~~equipment, surface barriers and disinfection, sterilization, sanitation, and hazardous~~  
27 ~~chemicals associated with infection control.~~

28  
29 ~~(6) Principles and protocols of sterilizer monitoring and the proper loading, unloading,~~  
30 ~~storage, and transportation of instruments to work area.~~

31  
32 ~~(7) Principles and protocols associated with sharps management.~~

33  
34 ~~(8) Principles and protocols of infection control for laboratory areas.~~

35  
36 ~~(9) Principles and protocols of waterline maintenance.~~

37  
38 ~~(10) Principles and protocols of regulated and nonregulated waste management.~~

39  
40 ~~(11) Principles and protocols related to injury and illness prevention, hazard~~  
41 ~~communication, general office safety, exposure control, postexposure requirements,~~  
42 ~~and monitoring systems for radiation safety and sterilization systems.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(f) Preclinical instruction shall include three experiences in the following areas, with one used~~  
2 ~~for a practical examination:~~

3  
4 ~~(1) Apply hand cleansing products and perform hand cleansing techniques and~~  
5 ~~protocols.~~

6  
7 ~~(2) Apply, remove, and dispose of patient treatment gloves, utility gloves, overgloves,~~  
8 ~~protective eyewear, masks, and clinical attire.~~

9  
10 ~~(3) Apply the appropriate techniques and protocols for the preparation, sterilization,~~  
11 ~~and storage of instruments including, at a minimum, application of personal protective~~  
12 ~~equipment, precleaning, ultrasonic cleaning, rinsing, sterilization wrapping, internal or~~  
13 ~~external process indicators, labeling, sterilization, drying, storage, and delivery to work~~  
14 ~~area.~~

15  
16 ~~(4) Preclean and disinfect contaminated operatory surfaces and devices, and properly~~  
17 ~~use, place, and remove surface barriers.~~

18  
19 ~~(5) Maintain sterilizer including, at a minimum, proper instrument loading and~~  
20 ~~unloading, operation cycle, spore testing, and handling and disposal of sterilization~~  
21 ~~chemicals.~~

22  
23 ~~(6) Apply work practice controls as they relate to the following classification of sharps:~~  
24 ~~anesthetic needles or syringes, orthodontic wires, and broken glass.~~

25  
26 ~~(7) Apply infection control protocol for the following laboratory devices: impressions,~~  
27 ~~bite registrations, and prosthetic appliances.~~

28  
29 ~~(8) Perform waterline maintenance, including use of water tests and purging of~~  
30 ~~waterlines.~~

31  
32 ~~(g) Clinical instruction shall include two experiences in the following areas, with one used for a~~  
33 ~~clinical examination:~~

34  
35 ~~(1) Apply hand cleansing products and perform hand cleansing techniques and~~  
36 ~~protocols.~~

37  
38 ~~(2) Apply, remove, and dispose of patient treatment gloves, utility gloves, overgloves,~~  
39 ~~protective eyewear, masks, and clinical attire.~~

40  
41 ~~(3) Apply the appropriate techniques and protocols for the preparation, sterilization,~~  
42 ~~and storage of instruments including, at a minimum, application of personal protective~~  
43 ~~equipment, precleaning, ultrasonic cleaning, rinsing, sterilization wrapping, internal or~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 external process indicators, labeling, sterilization, drying, storage, and delivery to work  
2 area.

3  
4 ~~(4) Preclean and disinfect contaminated operatory surfaces and devices, and properly  
5 use, place, and remove surface barriers.~~

6  
7 ~~(5) Maintain sterilizer including, at a minimum, proper instrument loading and  
8 unloading, operation cycle, spore testing, and handling and disposal of sterilization  
9 chemicals.~~

10  
11 ~~(6) Apply work practice controls as they relate to the following classification of sharps:  
12 anesthetic needles or syringes, orthodontic wires, and broken glass.~~

13  
14 ~~(7) Apply infection control protocol for the following laboratory devices: impressions,  
15 bite registrations, and prosthetic appliances.~~

16  
17 ~~(8) Perform waterline maintenance, including use of water tests and purging of  
18 waterlines.~~

19  
20 ~~(h) Each student shall pass a written examination that reflects the curriculum content, which  
21 may be administered at intervals throughout the course as determined by the course director.~~

22  
23 ~~(i) To maintain approval, programs approved prior to the effective date of these regulations  
24 shall submit to the Board a completed "Notice of Compliance with New Requirements for  
25 Infection Control Courses (New 10/10)", hereby incorporated by reference, within ninety (90)  
26 days of the effective date of these regulations.~~

27  
28 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1750,  
29 1750.2, 1750.4 and 1752.1, Business and Professions Code.

30  
31 **§ 1070.7. Approval of Orthodontic Assistant Permit Courses.**

32  
33 (a) An orthodontic assistant permit course shall have the primary purpose of providing  
34 theory, laboratory and clinical application in orthodontic assisting techniques. The Board shall  
35 approve and continue to approve only courses which continuously adhere to the standards of  
36 this section.

37  
38 (b) A course provider applying for initial approval shall submit a completed "Application for  
39 Orthodontic Assistant Course Provider Approval" (12/2020), hereby incorporated by reference,  
40 accompanied by the designated, non-refundable fee as defined in Section 1022. Consistent with  
41 Section 1070, the Board may approve or deny approval after it evaluates all components of the  
42 course.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (c) Continuation of approval will be contingent upon continued compliance with Sections 1070,  
2 1070.1 and all requirements set forth herein.

3  
4 (d) **General Provisions:** The program shall make adequate provisions for the course's supervision  
5 and operation in compliance with this Article and the following:

6  
7 (1) Each student shall meet the requirements for application for licensure as a registered  
8 dental assistant and possess a minimum of 12 months' work experience or possess a  
9 current, active license as a registered dental assistant.

10  
11 (2) Prior to enrollment, each student shall have completed an eight-hour Board-approved  
12 course in infection control, a two-hour Board-approved course in the Act and possess a  
13 current certification in basic life support issued by the American Heart Association or  
14 American Red Cross.

15  
16 (3) Registered dental assisting program graduates who have completed the course  
17 requirements for the orthodontic assistant permit as a component of a total program of  
18 instruction, shall qualify to apply for the orthodontic assistant permit Board examination  
19 immediately upon graduation from the program.

20  
21 (4) Providers shall adhere to the requirements for the quantity, qualifications and  
22 responsibilities of the course director and all faculty or instructional staff, as defined in  
23 Sections 1070 and 1070.1, at all times.

24  
25 (e) **Facilities and Equipment:**

26  
27 (1) Adequate supplies, materials and provisions for instruction in the subject area shall  
28 be provided in compliance with the requirements of Section 1070.

29  
30 (2) The course shall provide banded or bonded orthodontic typodonts in the ratio of at  
31 least one for every four students, bench mount or dental chair mounted manikin head,  
32 curing light, regular typodont with full dentition and soft gingiva in the ratio of at least  
33 one for every four students, and a selection of orthodontic instruments and adjunct  
34 material for all of the procedures that orthodontic assistant permit holders are  
35 authorized to perform under Business and Professions Code Section 1750.3.

36  
37 (3) There shall be a sufficient number of safe, adequate, and educationally conducive  
38 lecture classrooms and operatories in compliance with the requirements of Section  
39 1070. Adequate cleaning, disinfecting, and sterilizing facilities shall be provided.

40  
41 (4) All disinfection and sterilization procedures specified in Section 1005 shall be  
42 incorporated in the course content and followed during all laboratory, simulated clinical,  
43 and clinical experiences.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (f) **Course Duration:** The course shall be of sufficient duration for the student to develop  
2 minimum competence in all of the duties that orthodontic assistant permit holders are legally  
3 authorized to perform.

4  
5 (1) The course hours for an unlicensed dental assistant who has met all the requirements  
6 of subsections (d)(1)-(2) of this section, shall be no less than 84 hours, including at least  
7 24 hours of didactic instruction, at least 28 hours of laboratory instruction, and at least  
8 32 hours of clinical instruction.

9  
10 (2) The course hours for a student who holds a valid and current registered dental  
11 assistant license shall be no less than 55 hours, including 11 didactic hours, 24 laboratory  
12 hours, and 20 clinical hours. A registered dental assistant shall not be required to  
13 complete further instruction in the duties of placing ligature ties and archwires, removing  
14 orthodontic bands, and removing excess cement from tooth surfaces with a hand  
15 instrument.

16  
17 (3) The course hours for a student who holds a valid and current registered dental  
18 assistant license and who has completed a Board-approved course in the use of an  
19 ultrasonic scaler shall be no less than 51 hours, including 9 didactic, 22 laboratory, and 20  
20 clinical hours. A registered dental assistant who has completed a Board-approved course  
21 in the use of an ultrasonic scaler shall not be required to complete further instruction in  
22 that duty.

23  
24 (g) **Course Curriculum and Examination:**

25  
26 (1) A detailed course outline shall be established and maintained consistent with the  
27 requirements of Section 1070 and shall be provided to students prior to the start of  
28 instruction.

29  
30 (2) General course objectives and specific instructional unit objectives shall be stated in  
31 writing and shall include theoretical aspects of each subject as well as practical application.  
32 The theoretical aspects of the course shall provide the content necessary for students to  
33 make judgments regarding orthodontic assistant procedures.

34  
35 (3) Objective evaluation criteria shall be used for measuring student progress toward  
36 attainment of specific course objectives. Students shall be provided with specific  
37 performance objectives and the evaluation criteria that will be used for all aspects of the  
38 curriculum.

39  
40 (4) Each student shall pass a written examination which reflects the curriculum content.

41  
42 (h) **Didactic Instruction:** Areas of instruction shall include, at a minimum, the following as they  
43 relate to the orthodontic assistant permit, as well as instruction in basic background information  
44 on orthodontic practice. "Basic background information on orthodontic practice" means, for the

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 purpose of this subdivision, the orthodontic treatment review, charting, patient education and  
2 legal and infection control requirements as they apply to orthodontic practice:

3  
4 (1) Archwire characteristics and their role in tooth movement.

5  
6 (2) Introduction to orthodontic instrumentation, use and care.

7  
8 (3) Procedures for placement of archwire previously adjusted by the dentist.

9  
10 (4) Characteristics of contemporary ligature systems.

11  
12 (5) Theory of band and bracket positioning.

13  
14 (6) Characteristics of orthodontic bands; sizes, shapes, and functionality.

15  
16 (7) Techniques for orthodontic banding, bracketing and removal, which shall include all  
17 of the following:

18  
19 (A) Armamentaria.

20  
21 (B) General principles of fitting and removing bands.

22  
23 (C) General principles of bracket positioning, bonding, adhesion, curing and  
24 removal including:

25  
26 (i) Characteristics and methods of bonding;

27  
28 (ii) Bonding materials, techniques for use and cure time factors;

29  
30 (iii) Direct and indirect bracket bonding techniques; and

31  
32 (iv) Removal.

33  
34 (8) Characteristics of accessory devices: tubes, lingual sheaths, lingual cleats, and their  
35 role in orthodontic care.

36  
37 (9) Orthodontic cements and adhesive materials: classifications, armamentaria, and use.

38  
39 (10) Procedure for removal of bands and brackets after adhesion.

40  
41 **(i) Laboratory, Simulated Clinical, and Clinical Instruction:**

42  
43 (1) Providers shall adhere to student/teacher ratios as defined in Section 1070.1 at all  
44 times during laboratory, simulated clinical, and clinical instruction.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (2) Students shall be provided with established written competencies identifying specific  
3 objective evaluation criteria and performance objectives for all evaluated experiences.  
4 An experience has been successfully completed only if each procedure meets or exceeds  
5 all stated performance criteria.

6  
7 (3) Upon completion of all didactic instruction, students shall demonstrate minimum  
8 competency in experiences in the laboratory or simulated clinical environment:

9  
10 (A) Laboratory experiences shall be conducted on a fully articulated and  
11 mounted typodont. Sufficient time shall be available for students to  
12 demonstrate minimum competency performing two laboratory experiences in  
13 each of the following areas:

14  
15 (i) Sizing, fitting, cementing, and removing orthodontic bands.

16  
17 (ii) Bracket positioning, bonding, curing, and removal of orthodontic  
18 brackets.

19  
20 (iii) Archwire placement and ligation.

21  
22 (iv) Ultrasonic scaling for removal of orthodontic cement

23  
24 (B) Simulated clinical experiences which shall be conducted on a simulator or  
25 manikin device. Sufficient time shall be available for students to demonstrate  
26 minimum competency performing two simulated clinical experiences in each of  
27 the following areas:

28  
29 (i) Sizing, fitting, cementing, and removing orthodontic bands.

30  
31 (ii) Bracket positioning, bonding, curing, and removal of orthodontic  
32 brackets.

33  
34 (iii) Archwire placement and ligation.

35  
36 (iv) Ultrasonic scaling for removal of orthodontic cement

37  
38 (C) Clinical experiences which shall be conducted on three patients with two of  
39 the three patient experiences used for the clinical examination. The clinical  
40 experiences shall include three performances of the following:

41  
42 (i) Sizing, fitting, cementing, and removing orthodontic bands.  
43



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1                   (ii) Bracket positioning, bonding, curing, and removal of orthodontic  
2                   brackets.

3  
4                   (iii) Archwire placement and ligation.

5  
6                   (4) Patient selection and evaluation shall follow all stated criteria established by the  
7                   course.

8  
9                   (i) **Course Completion:** Upon completion of the course, each student shall be able to:

10  
11                   (1) Identify the various orthodontic wires and their purpose.

12  
13                   (2) Describe the necessary aspects of pre-operative instructions to patients.

14  
15                   (3) Recognize loose appliances.

16  
17                   (4) Recognize decalcification and mottled enamel.

18  
19                   (5) Identify the indications and contraindications of using an ultrasonic scaler as it  
20                   relates to orthodontic cement removal.

21  
22                   (6) Utilize proper armamentaria in an organized sequence for cement removal on an  
23                   orthodontically banded typodont.

24  
25                   (7) Demonstrate, on an orthodontically banded typodont, the proper instrument grasp,  
26                   fulcrum position, and cheek/tongue retraction.

27  
28                   (8) Demonstrate the proper techniques for removal of cement from teeth under  
29                   orthodontic treatment without causing damage to hard or soft tissues, removing  
30                   cement from underneath appliances, or loosening appliances.

31  
32                   (9) Maintain aseptic techniques including disposal of contaminated materials.

33  
34                   (k) **Certificate of Completion.** Upon successful completion of the course, students shall receive a  
35                   certificate consistent with the requirements defined in Section 1070(m).

36  
37                   (l) **Notice of Compliance.** To maintain approval, courses approved prior to the effective date of  
38                   these regulations shall submit to the Board a completed "Notice of Compliance with New  
39                   Requirements for Orthodontic Assistant Permit Courses" (New 12/2020), hereby incorporated by  
40                   reference, within ninety (90) days of the effective date of these regulations.

41  
42                   ~~In addition to the requirements of Sections 1070 and 1070.1, the following criteria shall be met~~  
43                   ~~by an orthodontic assistant permit course to secure and maintain approval by the Board.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(a) The course shall be of sufficient duration for the student to develop minimum competence~~  
2 ~~in all of the duties that orthodontic assistant permitholders are authorized to perform, but in no~~  
3 ~~event less than 84 hours, including at least 24 hours of didactic instruction, at least 28 hours of~~  
4 ~~laboratory instruction, and at least 32 hours of clinical instruction. A registered dental assistant~~  
5 ~~shall not be required to complete further instruction in the duties of placing ligature ties and~~  
6 ~~archwires, removing orthodontic bands, and removing excess cement from tooth surfaces with~~  
7 ~~a hand instrument. The course hours for a student who holds a valid and current registered~~  
8 ~~dental assistant license shall be no less than 55 hours, including 11 didactic hours, 24 laboratory~~  
9 ~~hours, and 20 clinical hours. A registered dental assistant who has completed a Board-approved~~  
10 ~~course in the use of an ultrasonic scaler shall not be required to complete further instruction in~~  
11 ~~that duty. The course hours for a student who holds a valid and current registered dental~~  
12 ~~assistant license and who has completed a Board-approved course in the use of an ultrasonic~~  
13 ~~scaler shall be no less than 51 hours, including 9 didactic hours, 22 laboratory hours, and 20~~  
14 ~~clinical hours.~~

15  
16 ~~(b) The minimum requirements for equipment and armamentaria shall include banded or~~  
17 ~~bonded orthodontic typodonts in the ratio of at least one for every four students, bench mount~~  
18 ~~or dental chair mounted mannequin head, curing light, regular typodont with full dentition and~~  
19 ~~soft gingiva in the ratio of at least one for every four students, and a selection of orthodontic~~  
20 ~~instruments and adjunct material for all of the procedures that orthodontic assistant~~  
21 ~~permitholders are authorized to perform under Business and Professions Code Section 1750.3.~~

22  
23 ~~(c) In addition to the requirements of Section 1070, all faculty or instructional staff members~~  
24 ~~responsible for clinical evaluation shall have completed a two-hour methodology course in~~  
25 ~~clinical evaluation prior to conducting clinical evaluations of students.~~

26  
27 ~~(d) Areas of instruction shall include, at a minimum, the instruction specified in subdivisions (e)~~  
28 ~~to (j), inclusive, as well as instruction in basic background information on orthodontic practice.~~  
29 ~~“Basic background information on orthodontic practice” means, for purposes of this~~  
30 ~~subdivision, the orthodontic treatment review, charting, patient education, and legal and~~  
31 ~~infection control requirements as they apply to orthodontic practice.~~

32  
33 ~~(e) The following requirements shall be met for sizing, fitting, cementing, and removing~~  
34 ~~orthodontic bands:~~

35  
36 ~~(1) Didactic instruction shall contain the following:~~

37  
38 ~~(A) Theory of band positioning and tooth movement.~~

39  
40 ~~(B) Characteristics of band material: malleability, stiffness, ductility, and work~~  
41 ~~hardening.~~

42  
43 ~~(C) Techniques for orthodontic banding and removal, which shall include all of~~  
44 ~~the following:~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2           ~~(i) Armamentaria.~~

3  
4           ~~(ii) General principles of fitting and removing bands.~~

5  
6           ~~(iii) Normal placement requirements of brackets, tubes, lingual sheaths,  
7           lingual cleats, and buttons onto bands.~~

8  
9           ~~(iv) Orthodontic cements and adhesive materials: classifications,  
10           armamentaria, and mixing technique.~~

11  
12           ~~(v) Cementing bands: armamentaria, mixing technique, and band  
13           cementation procedures.~~

14  
15           ~~(vi) Procedure for removal of bands after cementation.~~

16  
17           ~~(2) Laboratory instruction shall include typodont experience in the sizing, fitting,  
18           cementing, and removal of four posterior first molar bands a minimum of two times,  
19           with the cementing and removal of two first molar bands used as a practical  
20           examination.~~

21  
22           ~~(3) Clinical instruction shall include the sizing, fitting, cementing, and removal of four  
23           posterior first molar bands on at least two patients.~~

24  
25           ~~(f) The following requirements shall be met for preparing teeth for bonding:~~

26  
27           ~~(1) Didactic instruction shall contain the following:~~

28  
29                   ~~(A) Chemistry of etching materials and tooth surface preparation~~

30  
31                   ~~(B) Application and time factors~~

32  
33                   ~~(C) Armamentaria~~

34  
35                   ~~(D) Techniques for tooth etching.~~

36  
37           ~~(2) Laboratory instruction shall include typodont experience with etchant application in  
38           preparation for subsequent bracket bonding on four anterior and four posterior teeth a  
39           minimum of four times each, with one of each of the four times used for a practical  
40           examination.~~

41  
42           ~~(3) Clinical instruction shall include etchant application in preparation for bracket  
43           bonding on anterior and posterior teeth on at least two patients.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(g) The following requirements shall be met for bracket positioning, bond curing, and removal~~  
2 ~~of orthodontic brackets.~~

3  
4 ~~(1) Didactic instruction shall include the following elements:~~

5  
6 ~~(A) Characteristics and methods of orthodontic bonding.~~

7  
8 ~~(B) Armamentaria.~~

9  
10 ~~(C) Types of bracket bonding surfaces.~~

11  
12 ~~(D) Bonding material characteristics, application techniques, and curing time~~  
13 ~~factors.~~

14  
15 ~~(E) Procedure for direct and indirect bracket bonding.~~

16  
17 ~~(F) Procedures for bracket or tube removal.~~

18  
19 ~~(2) Laboratory instruction shall contain typodont experience with selecting,~~  
20 ~~prepositioning, tooth etching, positioning, curing, and removing of four anterior and~~  
21 ~~four posterior brackets a minimum of four times each, with one each of the four times~~  
22 ~~used for a practical examination.~~

23  
24 ~~(3) Clinical instruction shall contain selecting, adjusting, prepositioning, etching, curing,~~  
25 ~~and removal of anterior and posterior brackets on at least two patients.~~

26  
27 ~~(h) The following requirements shall be met for archwire placement and ligation:~~

28  
29 ~~(1) Didactic instruction shall contain the following:~~

30  
31 ~~(A) Archwire characteristics.~~

32  
33 ~~(B) Armamentaria.~~

34  
35 ~~(C) Procedures for placement of archwire previously adjusted by the dentist.~~

36  
37 ~~(D) Ligature systems, purpose, and types, including elastic, wire, and self-ligating.~~

38  
39 ~~(2) Laboratory instruction shall contain typodont experience on the following:~~

40  
41 ~~(A) The insertion of a preformed maxillary and mandibular archwire a minimum~~  
42 ~~of four times per arch, with one of each of the four times used for a practical~~  
43 ~~examination.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(B) Ligation of maxillary and mandibular archwire using elastic or metal ligatures~~  
2 ~~or self-ligating brackets a minimum of four times per arch, with one of each of~~  
3 ~~the four times used for a practical examination.~~

4  
5 ~~(3) Clinical instruction shall contain the following:~~

6  
7 ~~(A) Insertion of a preformed maxillary and mandibular archwire on at least two~~  
8 ~~patients.~~

9  
10 ~~(B) Ligating both preformed maxillary and mandibular archwires using a~~  
11 ~~combination of elastic and metal ligatures or self-ligating brackets on at least~~  
12 ~~two patients for each.~~

13  
14 ~~(i) The following requirements shall be met for cement removal with a hand instrument:~~

15  
16 ~~(1) Didactic instruction shall contain the following:~~

17  
18 ~~(A) Armamentaria~~

19  
20 ~~(B) Techniques of cement removal using hand instruments and related materials~~

21  
22 ~~(2) Laboratory instruction shall contain typodont experience on the removal of excess~~  
23 ~~cement supragingivally from an orthodontically banded typodont using a hand~~  
24 ~~instrument four times, with one of the four times used for a practical examination.~~

25  
26 ~~(3) Clinical instruction shall contain removal of excess cement supragingivally from~~  
27 ~~orthodontic bands with a hand instrument on at least two patients.~~

28  
29 ~~(j) Instruction for cement removal with an ultrasonic scaler shall be in accordance with Cal.~~  
30 ~~Code Regs., Title 16, Section 1070.5, which governs courses in the removal of excess cement~~  
31 ~~from teeth under orthodontic treatment with an ultrasonic scaler.~~

32  
33 ~~(k) Each student shall pass a written examination that reflects the curriculum content, which~~  
34 ~~may be administered at intervals throughout the course as determined by the course director.~~

35  
36 ~~(l) To maintain approval, programs approved prior to the effective date of these regulations~~  
37 ~~shall submit to the Board a completed "Notice of Compliance with New Requirements for~~  
38 ~~Orthodontic Assistant Permit Courses (New 10/10)", hereby incorporated by reference, within~~  
39 ~~ninety (90) days of the effective date of these regulations.~~

40  
41 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1750.2  
42 and 1752.4, Business and Professions Code.

43  
44 **§ 1070.8. Approval of Dental Sedation Assistant Permit Courses.**

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (a) A dental sedation assistant permit course shall have the primary purpose of providing  
3 theory, laboratory, and clinical instruction and application in dental sedation assisting duties  
4 and functions. The Board shall approve and continue to approve only courses which  
5 continuously adhere to the standards of this section.

6  
7 (b) A course provider applying for initial approval shall submit a completed "Application for  
8 Dental Sedation Course Provider Approval" (12/2020), hereby incorporated by reference,  
9 accompanied by the designated, non-refundable fee as defined in CCR Section 1022. Consistent  
10 with CCR Section 1070, the Board may approve or deny approval after it evaluates all components  
11 of the course.

12  
13 (1) In addition to the requirements of Sections 1070 and 1070.1, the course director,  
14 designated faculty member, or instructional staff member of a dental sedation assistant  
15 course may, in lieu of a license issued by the Board, possess a valid, active, and current  
16 license issued in California as a physician and surgeon.

17  
18 (2) Consistent with the requirements of Section 1070, as it relates to instructional  
19 methodology, the course director, designated faculty member, or instructional staff  
20 member(s) responsible for clinical evaluation shall complete a course in clinical evaluation  
21 prior to conducting clinical evaluations of students.

22  
23 (3) In addition to the requirements of Sections 1070 and 1070.1, clinical instruction in a  
24 dental sedation assistant course shall be given under direct supervision of the course  
25 director, designated faculty member, or instructional staff member who shall be the  
26 holder of a valid, active, and current general anesthesia or conscious sedation permit  
27 issued by the Board. Evaluation of the condition of a sedated patient shall remain the  
28 responsibility of the director, designated faculty member, or instructional staff member  
29 authorized to administer conscious sedation or general anesthesia, who shall be at the  
30 patient's chairside while conscious sedation or general anesthesia is being administered.

31  
32 (c) Continuation of approval will be contingent upon continued compliance with Sections 1070,  
33 1070.1 and all requirements set forth herein.

34  
35 (d) **General Provisions:** The program shall make adequate provisions for the course's supervision  
36 and operation in compliance with this Article and the following:

37  
38 (1) Each student shall meet the requirements for application for licensure as a registered  
39 dental assistant and a minimum of 12 months' work experience or possess a current,  
40 active license as a registered dental assistant.

41  
42 (2) Prior to enrollment, each student shall have completed an eight-hour Board-approved  
43 course in infection control, a two-hour Board-approved course in the Act, and possess

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 current certification in basic life support issued by the American Heart Association or  
2 American Red Cross.

3  
4 (3) The provider shall adhere to the requirements for the quantity, qualifications and  
5 responsibilities of the course director and all faculty or instructional staff, as defined in  
6 Sections 1070 and 1070.1, at all times.

7  
8 **(e) Facilities and Equipment:**

9  
10 (1) Adequate supplies, materials and provisions for instruction in the subject area shall  
11 be provided in compliance with the requirements of Section 1070.

12  
13 (2) The program shall provide one pulse oximeter for each six students; one AED or AED  
14 trainer; one capnograph or teaching device for monitoring of end tidal carbon dioxide  
15 (CO<sup>2</sup>); blood pressure cuff and stethoscope for each six students; one pretracheal  
16 stethoscope for each six students; one electrocardiogram machine, one automatic blood  
17 pressure/pulse measuring system/machine, and one oxygen delivery system including  
18 oxygen tank; one IV start kit for each student; one venous access device kit for each  
19 student; IV equipment and supplies for IV infusions including hanging device infusion  
20 containers and tubing for each six students; one sharps container for each six students;  
21 packaged syringes, needles, needleless devices, practice fluid ampules and vials for each  
22 student; one stopwatch or timer with second hand for each six students; one heart/lung  
23 sounds manikin or teaching device; one tonsillar or pharyngeal suction tip, endotracheal  
24 tube forceps, endotracheal tube and appropriate connectors, suction equipment for  
25 aspiration of oral and pharyngeal cavities, and laryngoscope for each six students; any  
26 other monitoring or emergency equipment required by Section 1043 for the  
27 administration of general anesthesia or conscious sedation; and a selection of  
28 instruments and supplemental armamentaria for all of the procedures that dental  
29 sedation assistant permitholders are authorized to perform according to Business and  
30 Professions Code Section 1750.5.

31  
32 (3) Each operatory used for preclinical or clinical training shall contain either a surgery  
33 table or a power-operated chair for treating patients in a supine position, an irrigation  
34 system or sterile water delivery system as they pertain to the specific practice, and all  
35 other equipment and armamentarium required to instruct in the duties that dental  
36 sedation assistant permitholders are authorized to perform according to Business and  
37 Professions Code Section 1750.5.

38  
39 (4) All students, faculty, and staff involved in the direct provision of patient care shall be  
40 certified in basic life support procedures, including the use of an AED.

41  
42 (5) There shall be a sufficient number of safe, adequate, and educationally conducive  
43 lecture classrooms and operatories in compliance with the requirements of Section  
44 1070. Adequate cleaning, disinfecting, and sterilizing facilities shall be provided.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (6) All disinfection and sterilization procedures specified in Section 1005 shall be  
3 incorporated in the course content and followed during all laboratory, simulated-clinical  
4 and clinical experiences.

5  
6 (f) **Course Duration:** The course shall be of a sufficient duration for the student to develop  
7 minimum competence in all of the duties that dental sedation assistant permitholders are  
8 authorized to perform, but in no event less than 110 hours, including at least 40 hours of didactic  
9 instruction, at least 32 hours of combined laboratory and preclinical instruction, and at least 38  
10 hours of clinical instruction. Clinical instruction shall require completion of all of the tasks  
11 described in this Section during no less than 20 supervised cases utilizing conscious sedation or  
12 general anesthesia.

13  
14 (g) **Course Curriculum and Examination:**

15  
16 (1) A detailed course outline shall be established and maintained consistent with the  
17 requirements of Section 1070 and shall be provided to students prior to the start of  
18 instruction.

19  
20 (2) General course objectives and specific instructional unit objectives shall be stated in  
21 writing and shall include theoretical aspects of each subject as well as practical  
22 application. The theoretical aspects of the course shall provide the content necessary for  
23 students to make judgments regarding dental sedation assistant procedures.

24  
25 (3) Objective evaluation criteria shall be used for measuring student progress toward  
26 attainment of specific course objectives. Students shall be provided with specific  
27 performance objectives and the evaluation criteria that will be used for all aspects of the  
28 curriculum.

29  
30 (4) Each student shall pass a written examination which reflects the curriculum content.

31  
32 (h) **Didactic Instruction:** Areas of instruction shall relate to the duties that dental sedation  
33 assistant permitholders are authorized to perform. General didactic instruction shall contain:

34  
35 (1) Patient evaluation and selection factors through review of medical history, physical  
36 assessment, and patient evaluation and medical consultation.

37  
38 (2) Characteristics of anatomy and physiology of the circulatory, cardiovascular, and  
39 respiratory systems, and the central and peripheral nervous systems.

40  
41 (3) Characteristics of anxiety management related to the surgical patient, relatives, and  
42 escorts, and characteristics of anxiety and pain reduction techniques.



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (4) Overview of the classification of drugs used by patients for cardiac disease,  
2 respiratory disease, hypertension, diabetes, neurological disorders, and infectious  
3 diseases.

4  
5 (5) Overview of techniques and specific drug groups utilized for sedation and general  
6 anesthesia.

7  
8 (6) Definitions and characteristics of levels of sedation achieved with general anesthesia  
9 and sedative agents, including the distinctions between conscious sedation, deep  
10 sedation, and general anesthesia.

11  
12 (7) Overview of patient monitoring during conscious sedation and general anesthesia.

13  
14 (8) Prevention, recognition, and management of complications.

15  
16 (9) Obtaining informed consent.

17  
18 (i) With respect to medical emergencies, didactic instruction shall contain:

19  
20 (1) An overview of medical emergencies, including, but not limited to, airway  
21 obstruction, bronchospasm or asthma, laryngospasm, allergic reactions, syncope,  
22 cardiac arrest, cardiac dysrhythmia, seizure disorders, hyperglycemia and hypoglycemia,  
23 drug overdose, hyperventilation, acute coronary syndrome including angina and  
24 myocardial infarction, hypertension, hypotension, stroke, aspiration of vomitus, and  
25 congestive heart failure.

26  
27 (2) The simulation and response to at least the following medical emergencies: airway  
28 obstruction, bronchospasm, emesis and aspiration of foreign material under anesthesia,  
29 angina pectoris, myocardial infarction, hypotension, hypertension, cardiac arrest,  
30 allergic reaction, convulsions, hypoglycemia, syncope, and respiratory depression. Both  
31 training manikins and other students or staff may be used for simulation. The student  
32 shall demonstrate minimum competency in all simulated emergencies during training  
33 and shall then be eligible to complete a practical examination on this Section.

34  
35 (j) With respect to sedation and the pediatric patient, didactic instruction shall contain the  
36 following:

37  
38 (1) Psychological considerations.

39  
40 (2) Patient evaluation and selection factors through review of medical history, physical  
41 assessment, and medical consultation.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (3) Definitions and characteristics of levels of sedation achieved with general anesthesia  
2 and sedative agents, with special emphasis on the distinctions between conscious  
3 sedation, deep sedation, and general anesthesia.

4  
5 (4) Review of respiratory and circulatory physiology and related anatomy, with special  
6 emphasis on establishing and maintaining a patient airway.

7  
8 (5) Overview of pharmacology agents used in contemporary sedation and general  
9 anesthesia.

10  
11 (6) Patient monitoring.

12  
13 (7) Obtaining informed consent.

14  
15 (8) Prevention, recognition, and management of complications, including principles of  
16 basic life support.

17  
18 (k) With respect to physically, mentally, and neurologically compromised patients, didactic  
19 instruction shall contain the following: an overview of characteristics of Alzheimer's disease,  
20 autism, cerebral palsy, Down's syndrome, mental retardation, multiple sclerosis, muscular  
21 dystrophy, Parkinson's disease, schizophrenia, and stroke.

22  
23 (l) With respect to health history and patient assessment, didactic instruction shall include, at a  
24 minimum, the recording of the following:

25  
26 (1) Age, sex, weight, physical status as defined by the American Society of  
27 Anesthesiologists Physical Status Classification System, medication use, general health,  
28 any known or suspected medically compromising conditions, rationale for anesthesia or  
29 sedation of the patient, visual examination of the airway, and auscultation of the heart  
30 and lungs as medically required.

31  
32 (2) General anesthesia or conscious sedation records that contain a time-oriented  
33 record with preoperative, multiple intraoperative, and postoperative pulse oximetry and  
34 blood pressure and pulse readings, frequency and dose of drug administration, length of  
35 procedure, complications of anesthesia or sedation, and a statement of the patient's  
36 condition at time of discharge.

37  
38 (m) With respect to monitoring heart sounds with pretracheal/precordial stethoscope and EKG  
39 and use of AED:

40  
41 (1) Didactic instruction shall contain the following:

42  
43 (A) Characteristics of pretracheal/precordial stethoscope.  
44

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (B) Review of anatomy and physiology of circulatory system: heart, blood  
2 vessels, and cardiac cycle as it relates to EKG.

3  
4 (C) Characteristics of rhythm interpretation and waveform analysis basics.

5  
6 (D) Characteristics of manual intermittent and automatic blood pressure and  
7 pulse assessment.

8  
9 (E) Characteristics and use of an AED.

10  
11 (F) Procedure for using a pretracheal/precordial stethoscope for monitoring of  
12 heart sounds.

13  
14 (G) Procedure for use and monitoring of the heart with an EKG machine,  
15 including electrode placement, and the adjustment of such equipment.

16  
17 (H) Procedure for using manual and automatic blood pressure/pulse/respiration  
18 measuring system.

19  
20 (2) Preclinical instruction: Utilizing another student or staff person, the student shall  
21 demonstrate minimum competency in each of the following tasks during training and  
22 shall then be eligible to complete an examination on this Section.

23  
24 (A) Assessment of blood pressure and pulse both manually and utilizing an  
25 automatic system.

26  
27 (B) Placement and assessment of an EKG. Instruction shall include the  
28 adjustment of such equipment.

29  
30 (C) Monitoring and assessment of heart sounds with a pretracheal/precordial  
31 stethoscope.

32  
33 (D) Use of an AED or AED trainer.

34  
35 (3) Clinical instruction: Utilizing patients, the student shall demonstrate minimum  
36 competency in each of the following tasks, under supervision of faculty or instructional  
37 staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an  
38 examination on this Section.

39  
40 (A) Assessment of blood pressure and pulse both manually and utilizing an  
41 automatic system.

42  
43 (B) Placement and assessment of an EKG. Instruction shall include the  
44 adjustment of such equipment.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (C) Monitoring and assessment of heart sounds with a pretracheal/precordial  
3 stethoscope.

4  
5 (n) With respect to monitoring lung/respiratory sounds with pretracheal/precordial  
6 stethoscope and monitoring oxygen saturation end tidal CO<sup>2</sup> with pulse oximeter and  
7 capnograph:

8  
9 (1) Didactic instruction shall contain the following:

10  
11 (A) Characteristics of pretracheal/precordial stethoscope, pulse oximeter, and  
12 capnograph for respiration monitoring.

13  
14 (B) Review of anatomy and physiology of respiratory system to include the nose,  
15 mouth, pharynx, epiglottis, larynx, trachea, bronchi, bronchioles, and alveolus.

16  
17 (C) Characteristics of respiratory monitoring/lung sounds: mechanism of  
18 respiration, composition of respiratory gases, and oxygen saturation.

19  
20 (D) Characteristics of manual and automatic respiration assessment.

21  
22 (E) Procedure for using a pretracheal/precordial stethoscope for respiration  
23 monitoring.

24  
25 (F) Procedure for using and maintaining pulse oximeter for monitoring oxygen  
26 saturation.

27  
28 (G) Procedure for use and maintenance of capnograph.

29  
30 (H) Characteristics for monitoring blood and skin color and other related factors.

31  
32 (I) Procedures and use of an oxygen delivery system.

33  
34 (J) Characteristics of airway management to include armamentaria and use.

35  
36 (2) Preclinical instruction: Utilizing another student or staff person, the student shall  
37 demonstrate minimum competency in each of the following tasks during training and  
38 shall then be eligible to complete an examination on this Section.

39  
40 (A) Assessment of respiration rates.

41  
42 (B) Monitoring and assessment of lung sounds and ventilation with a  
43 pretracheal/precordial stethoscope.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (C) Monitoring oxygen saturation with a pulse oximeter.

2  
3           (D) Use of an oxygen delivery system.

4  
5           (3) Clinical instruction: Utilizing patients, the student shall demonstrate minimum  
6           competency in each of the following tasks, under supervision by faculty or instructional  
7           staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an  
8           examination on this Section.

9  
10           (A) Assessment of respiration rates.

11           (B) Monitoring and assessment of lung sounds and ventilation with a  
12           pretracheal/precordial stethoscope.

13           (C) Monitoring oxygen saturation with a pulse oximeter.

14           (D) Use of an oxygen delivery system.

15  
16  
17  
18  
19   (o) With respect to drug identification and draw:

20           (1) Didactic instruction shall contain:

21           (A) Characteristics of syringes and needles: use, types, gauges, lengths, and  
22           components.

23           (B) Characteristics of drug, medication, and fluid storage units: use, type,  
24           components, identification of label including generic and brand names, strength,  
25           potential adverse reactions, expiration date, and contraindications.

26           (C) Characteristics of drug draw: armamentaria, label verification, ampule and  
27           vial preparation, and drug withdrawal techniques.

28  
29  
30           (2) Laboratory instruction: The student shall demonstrate minimum competency in the  
31           withdrawal of fluids from a vial or ampule in the amount specified by faculty or  
32           instructional staff and shall then be eligible to complete a practical examination.

33           (3) Clinical instruction: The student shall demonstrate minimum competency in the  
34           evaluation of vial or container labels for identification of content, dosage, and strength  
35           and in the withdrawal of fluids from a vial or ampule in the amount specified by faculty  
36           or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to  
37           complete an examination on this Section.

38  
39  
40  
41  
42  
43   (p) With respect to adding drugs, medications, and fluids to IV lines:

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       (1) Didactic instruction shall contain:

2  
3               (A) Characteristics of adding drugs, medications, and fluids to IV lines in the  
4               presence of a licensed dentist.

5  
6               (B) Armamentaria.

7  
8               (C) Procedures for adding drugs, medications, and fluids, including dosage and  
9               frequency.

10  
11              (D) Procedures for adding drugs, medications, and fluids by IV bolus.

12  
13              (E) Characteristics of patient observation for signs and symptoms of drug  
14              response.

15  
16       (2) Laboratory instruction: The student shall demonstrate minimum competency in  
17       adding fluids to an existing intravenous (IV) line on a venipuncture training arm or in a  
18       simulated environment and shall then be eligible to complete a practical examination on  
19       this Section.

20  
21       (3) Clinical instruction: The student shall demonstrate minimum competency in adding  
22       fluids to existing IV lines in the presence of course faculty or instructional staff as  
23       described in Section 1070.8(a)(3) and shall then be eligible to complete an examination  
24       on this Section.

25  
26       (g) With respect to the removal of IV lines:

27  
28              (1) Didactic instruction shall include overview and procedures for the removal of an IV  
29              line.

30  
31              (2) Laboratory instruction: The student shall demonstrate minimum competency on a  
32              venipuncture training arm or in a simulated environment for IV removal and shall then  
33              be eligible for a practical examination.

34  
35              (3) Clinical instruction: The student shall demonstrate minimum competency in  
36              removing IV lines in the presence of course faculty or instructional staff as described in  
37              Section 1070.8(a)(3) and shall then be eligible to complete an examination on this  
38              Section.

39  
40       (r) Each student shall pass a written examination that reflects the curriculum content, which  
41       may be administered at intervals throughout the course as determined by the course director.

42  
43       (s) **Certificate of Completion.** Upon successful completion of the course, students shall receive a  
44       certificate consistent with the requirements defined in CCR Section 1070(m).

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (t) Notice of Compliance. To maintain approval, courses approved prior to the effective date of  
3 these regulations shall submit to the Board a completed "Notice of Compliance with New  
4 Requirements for Dental Sedation Assistant Permit Courses" (New 12/2020), hereby incorporated  
5 by reference, within ninety (90) days of the effective date of these regulations.  
6

7 ~~In addition to the requirements of Sections 1070 and 1070.1, the following criteria shall be met~~  
8 ~~by a dental sedation assistant permit course to secure and maintain approval by the Board. As~~  
9 ~~used in this Section, the following definitions apply: "IV" means intravenous, "AED" means~~  
10 ~~automated external defibrillator, "CO2" means carbon dioxide, and "ECG" and "EKG" both~~  
11 ~~mean electrocardiogram.~~  
12

13 ~~(a) (1) The course director, designated faculty member, or instructional staff member may,~~  
14 ~~in lieu of a license issued by the Board, possess a valid, active, and current license issued~~  
15 ~~in California as a physician and surgeon.~~  
16

17 ~~(2) The course director, designated faculty member, or instructional staff member~~  
18 ~~responsible for clinical evaluation shall have completed a two-hour methodology course~~  
19 ~~in clinical evaluation prior to conducting clinical evaluations of students.~~  
20

21 ~~(3) Clinical instruction shall be given under direct supervision of the course director,~~  
22 ~~designated faculty member, or instructional staff member who shall be the holder of a~~  
23 ~~valid, active, and current general anesthesia or conscious sedation permit issued by the~~  
24 ~~Board. Evaluation of the condition of a sedated patient shall remain the responsibility of~~  
25 ~~the director, designated faculty member, or instructional staff member authorized to~~  
26 ~~administer conscious sedation or general anesthesia, who shall be at the patient's~~  
27 ~~chairside while conscious sedation or general anesthesia is being administered.~~  
28

29 ~~(b) The course shall be of a sufficient duration for the student to develop minimum competence~~  
30 ~~in all of the duties that dental sedation assistant permit holders are authorized to perform, but~~  
31 ~~in no event less than 110 hours, including at least 40 hours of didactic instruction, at least 32~~  
32 ~~hours of combined laboratory and preclinical instruction, and at least 38 hours of clinical~~  
33 ~~instruction. Clinical instruction shall require completion of all of the tasks described in~~  
34 ~~subdivisions (j), (k), (l), (m), and (n) of this Section during no less than twenty (20) supervised~~  
35 ~~cases utilizing conscious sedation or general anesthesia.~~  
36

37 ~~(c) The following are minimum requirements for equipment and armamentaria:~~  
38

39 ~~(1) One pulse oximeter for each six students; one AED or AED trainer; one capnograph~~  
40 ~~or teaching device for monitoring of end tidal CO<sub>2</sub>; blood pressure cuff and stethoscope~~  
41 ~~for each six students; one pretracheal stethoscope for each six students; one~~  
42 ~~electrocardiogram machine, one automatic blood pressure/pulse measuring~~  
43 ~~system/machine, and one oxygen delivery system including oxygen tank; one IV start kit~~  
44 ~~for each student; one venous access device kit for each student; IV equipment and~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 supplies for IV infusions including hanging device infusion containers and tubing for each  
2 six students; one sharps container for each six students; packaged syringes, needles,  
3 needleless devices, practice fluid ampules and vials for each student; stopwatch or timer  
4 with second hand for each six students; one heart/lung sounds mannequin or teaching  
5 device; tonsillar or pharyngeal suction tip, endotracheal tube forceps, endotracheal tube  
6 and appropriate connectors, suction equipment for aspiration of oral and pharyngeal  
7 cavities, and laryngoscope in the ratio of at least one for each six students; any other  
8 monitoring or emergency equipment required by Cal. Code Regs., Title 16, Section 1043  
9 for the administration of general anesthesia or conscious sedation; and a selection of  
10 instruments and supplemental armamentaria for all of the procedures that dental  
11 sedation assistant permitholders are authorized to perform according to Business and  
12 Professions Code Section 1750.5.

13  
14 ~~(2) Each operatory used for preclinical or clinical training shall contain either a surgery~~  
15 ~~table or a power operated chair for treating patients in a supine position, an irrigation~~  
16 ~~system or sterile water delivery system as they pertain to the specific practice, and all~~  
17 ~~other equipment and armamentarium required to instruct in the duties that dental~~  
18 ~~sedation assistant permitholders are authorized to perform according to Business and~~  
19 ~~Professions Code Section 1750.5.~~

20  
21 ~~(3) All students, faculty, and staff involved in the direct provision of patient care shall be~~  
22 ~~certified in basic life support procedures, including the use of an automatic electronic~~  
23 ~~defibrillator.~~

24  
25 ~~(d) Areas of instruction shall include, at a minimum, the instruction specified in subdivisions (e)~~  
26 ~~to (n), inclusive, as they relate to the duties that dental sedation assistant permitholders are~~  
27 ~~authorized to perform.~~

28  
29 ~~(e) General didactic instruction shall contain:~~

30  
31 ~~(1) Patient evaluation and selection factors through review of medical history, physical~~  
32 ~~assessment, and medical consultation.~~

33  
34 ~~(2) Characteristics of anatomy and physiology of the circulatory, cardiovascular, and~~  
35 ~~respiratory systems, and the central and peripheral nervous system.~~

36  
37 ~~(3) Characteristics of anxiety management related to the surgical patient, relatives, and~~  
38 ~~escorts, and characteristics of anxiety and pain reduction techniques.~~

39  
40 ~~(4) Overview of the classification of drugs used by patients for cardiac disease,~~  
41 ~~respiratory disease, hypertension, diabetes, neurological disorders, and infectious~~  
42 ~~diseases.~~

43



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(5) Overview of techniques and specific drug groups utilized for sedation and general~~  
2 ~~anesthesia.~~

3  
4 ~~(6) Definitions and characteristics of levels of sedation achieved with general anesthesia~~  
5 ~~and sedative agents, including the distinctions between conscious sedation, deep~~  
6 ~~sedation, and general anesthesia.~~

7  
8 ~~(7) Overview of patient monitoring during conscious sedation and general anesthesia.~~

9  
10 ~~(8) Prevention, recognition, and management of complications.~~

11  
12 ~~(9) Obtaining informed consent.~~

13  
14 ~~(f) With respect to medical emergencies, didactic instruction shall contain:~~

15  
16 ~~(1) An overview of medical emergencies, including, but not limited to, airway~~  
17 ~~obstruction, bronchospasm or asthma, laryngospasm, allergic reactions, syncope,~~  
18 ~~cardiac arrest, cardiac dysrhythmia, seizure disorders, hyperglycemia and hypoglycemia,~~  
19 ~~drug overdose, hyperventilation, acute coronary syndrome including angina and~~  
20 ~~myocardial infarction, hypertension, hypotension, stroke, aspiration of vomitus, and~~  
21 ~~congestive heart failure.~~

22  
23 ~~(2) Laboratory instruction shall include the simulation and response to at least the~~  
24 ~~following medical emergencies: airway obstruction, bronchospasm, emesis and~~  
25 ~~aspiration of foreign material under anesthesia, angina pectoris, myocardial infarction,~~  
26 ~~hypotension, hypertension, cardiac arrest, allergic reaction, convulsions, hypoglycemia,~~  
27 ~~syncope, and respiratory depression. Both training mannequins and other students or~~  
28 ~~staff may be used for simulation. The student shall demonstrate proficiency in all~~  
29 ~~simulated emergencies during training and shall then be eligible to complete a practical~~  
30 ~~examination on this Section.~~

31  
32 ~~(g) With respect to sedation and the pediatric patient, didactic instruction shall contain the~~  
33 ~~following:~~

34  
35 ~~(1) Psychological considerations.~~

36  
37 ~~(2) Patient evaluation and selection factors through review of medical history, physical~~  
38 ~~assessment, and medical consultation.~~

39  
40 ~~(3) Definitions and characteristics of levels of sedation achieved with general anesthesia~~  
41 ~~and sedative agents, with special emphasis on the distinctions between conscious~~  
42 ~~sedation, deep sedation, and general anesthesia.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(4) Review of respiratory and circulatory physiology and related anatomy, with special~~  
2 ~~emphasis on establishing and maintaining a patient airway.~~

3  
4 ~~(5) Overview of pharmacology agents used in contemporary sedation and general~~  
5 ~~anesthesia.~~

6  
7 ~~(6) Patient monitoring.~~

8  
9 ~~(7) Obtaining informed consent.~~

10  
11 ~~(8) Prevention, recognition, and management of complications, including principles of~~  
12 ~~basic life support.~~

13  
14 ~~(h) With respect to physically, mentally, and neurologically compromised patients, didactic~~  
15 ~~instruction shall contain the following: an overview of characteristics of Alzheimer's disease,~~  
16 ~~autism, cerebral palsy, Down's syndrome, mental retardation, multiple sclerosis, muscular~~  
17 ~~dystrophy, Parkinson's disease, schizophrenia, and stroke.~~

18  
19 ~~(i) With respect to health history and patient assessment, didactic instruction shall include, at a~~  
20 ~~minimum, the recording of the following:~~

21  
22 ~~(1) Age, sex, weight, physical status as defined by the American Society of~~  
23 ~~Anesthesiologists Physical Status Classification System, medication use, general health,~~  
24 ~~any known or suspected medically compromising conditions, rationale for anesthesia or~~  
25 ~~sedation of the patient, visual examination of the airway, and auscultation of the heart~~  
26 ~~and lungs as medically required.~~

27  
28 ~~(2) General anesthesia or conscious sedation records that contain a time-oriented~~  
29 ~~record with preoperative, multiple intraoperative, and postoperative pulse oximetry and~~  
30 ~~blood pressure and pulse readings, frequency and dose of drug administration, length of~~  
31 ~~procedure, complications of anesthesia or sedation, and a statement of the patient's~~  
32 ~~condition at time of discharge.~~

33  
34 ~~(j) With respect to monitoring heart sounds with pretracheal/precordial stethoscope and EKG~~  
35 ~~and use of AED:~~

36  
37 ~~(1) Didactic instruction shall contain the following:~~

38  
39 ~~(A) Characteristics of pretracheal/precordial stethoscope.~~

40  
41 ~~(B) Review of anatomy and physiology of circulatory system: heart, blood~~  
42 ~~vessels, and cardiac cycle as it relates to EKG.~~

43  
44 ~~(C) Characteristics of rhythm interpretation and waveform analysis basics.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(D) Characteristics of manual intermittent and automatic blood pressure and~~  
3 ~~pulse assessment.~~

4  
5 ~~(E) Characteristics and use of an AED.~~

6  
7 ~~(F) Procedure for using a pretracheal/precordial stethoscope for monitoring of~~  
8 ~~heart sounds.~~

9  
10 ~~(G) Procedure for use and monitoring of the heart with an EKG machine,~~  
11 ~~including electrode placement, and the adjustment of such equipment.~~

12  
13 ~~(H) Procedure for using manual and automatic blood pressure/pulse/respiration~~  
14 ~~measuring system.~~

15  
16 ~~(2) Preclinical instruction: Utilizing another student or staff person, the student shall~~  
17 ~~demonstrate proficiency in each of the following tasks during training and shall then be~~  
18 ~~eligible to complete an examination on this Section.~~

19  
20 ~~(A) Assessment of blood pressure and pulse both manually and utilizing an~~  
21 ~~automatic system.~~

22  
23 ~~(B) Placement and assessment of an EKG. Instruction shall include the~~  
24 ~~adjustment of such equipment.~~

25  
26 ~~(C) Monitoring and assessment of heart sounds with a pretracheal/precordial~~  
27 ~~stethoscope.~~

28  
29 ~~(D) Use of an AED or AED trainer.~~

30  
31 ~~(3) Clinical instruction: Utilizing patients, the student shall demonstrate proficiency in~~  
32 ~~each of the following tasks, under supervision of faculty or instructional staff as~~  
33 ~~described in Section 1070.8(a)(3) and shall then be eligible to complete an examination~~  
34 ~~on this Section.~~

35  
36 ~~(A) Assessment of blood pressure and pulse both manually and utilizing an~~  
37 ~~automatic system.~~

38  
39 ~~(B) Placement and assessment of an EKG. Instruction shall include the~~  
40 ~~adjustment of such equipment.~~

41  
42 ~~(C) Monitoring and assessment of heart sounds with a pretracheal/precordial~~  
43 ~~stethoscope.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(k) With respect to monitoring lung/respiratory sounds with pretracheal/precordial stethoscope~~  
2 ~~and monitoring oxygen saturation end tidal CO2 with pulse oximeter and capnograph:~~

3  
4 ~~(1) Didactic instruction shall contain the following:~~

5  
6 ~~(A) Characteristics of pretracheal/precordial stethoscope, pulse oximeter and~~  
7 ~~capnograph for respiration monitoring.~~

8  
9 ~~(B) Review of anatomy and physiology of respiratory system to include the nose,~~  
10 ~~mouth, pharynx, epiglottis, larynx, trachea, bronchi, bronchioles, and alveolus.~~

11  
12 ~~(C) Characteristics of respiratory monitoring/lung sounds: mechanism of~~  
13 ~~respiration, composition of respiratory gases, oxygen saturation.~~

14  
15 ~~(D) Characteristics of manual and automatic respiration assessment.~~

16  
17 ~~(E) Procedure for using a pretracheal/precordial stethoscope for respiration~~  
18 ~~monitoring.~~

19  
20 ~~(F) Procedure for using and maintaining pulse oximeter for monitoring oxygen~~  
21 ~~saturation.~~

22  
23 ~~(G) Procedure for use and maintenance of capnograph.~~

24  
25 ~~(H) Characteristics for monitoring blood and skin color and other related factors.~~

26  
27 ~~(I) Procedures and use of an oxygen delivery system.~~

28  
29 ~~(J) Characteristics of airway management to include armamentaria and use.~~

30  
31 ~~(2) Preclinical instruction: Utilizing another student or staff person, the student shall~~  
32 ~~demonstrate proficiency in each of the following tasks during training and shall then be~~  
33 ~~eligible to complete an examination on this Section.~~

34  
35 ~~(A) Assessment of respiration rates.~~

36  
37 ~~(B) Monitoring and assessment of lung sounds and ventilation with a~~  
38 ~~pretracheal/precordial stethoscope.~~

39  
40 ~~(C) Monitoring oxygen saturation with a pulse oximeter.~~

41  
42 ~~(D) Use of an oxygen delivery system.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(3) Clinical instruction: Utilizing patients, the student shall demonstrate proficiency in~~  
2 ~~each of the following tasks, under supervision by faculty or instructional staff as~~  
3 ~~described in Section 1070.8(a)(3) and shall then be eligible to complete an examination~~  
4 ~~on this Section.~~

5  
6 ~~(A) Assessment of respiration rates.~~

7  
8 ~~(B) Monitoring and assessment of lung sounds and ventilation with a~~  
9 ~~pretracheal/precordial stethoscope.~~

10  
11 ~~(C) Monitoring oxygen saturation with a pulse oximeter.~~

12  
13 ~~(D) Use of an oxygen delivery system.~~

14  
15 ~~(l) With respect to drug identification and draw:~~

16  
17 ~~(1) Didactic instruction shall contain:~~

18  
19 ~~(A) Characteristics of syringes and needles: use, types, gauges, lengths, and~~  
20 ~~components.~~

21  
22 ~~(B) Characteristics of drug, medication, and fluid storage units: use, type,~~  
23 ~~components, identification of label including generic and brand names, strength,~~  
24 ~~potential adverse reactions, expiration date, and contraindications.~~

25  
26 ~~(C) Characteristics of drug draw: armamentaria, label verification, ampule and~~  
27 ~~vial preparation, and drug withdrawal techniques.~~

28  
29 ~~(2) Laboratory instruction: The student shall demonstrate proficiency in the withdrawal~~  
30 ~~of fluids from a vial or ampule in the amount specified by faculty or instructional staff~~  
31 ~~and shall then be eligible to complete a practical examination.~~

32  
33 ~~(3) Clinical instruction: The student shall demonstrate proficiency in the evaluation of~~  
34 ~~vial or container labels for identification of content, dosage, and strength and in the~~  
35 ~~withdrawal of fluids from a vial or ampule in the amount specified by faculty or~~  
36 ~~instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to~~  
37 ~~complete an examination on this Section.~~

38  
39 ~~(m) With respect to adding drugs, medications, and fluids to IV lines:~~

40  
41 ~~(1) Didactic instruction shall contain:~~

42  
43 ~~(A) Characteristics of adding drugs, medications, and fluids to IV lines in the~~  
44 ~~presence of a licensed dentist.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(B) Armamentaria.~~

3  
4 ~~(C) Procedures for adding drugs, medications, and fluids, including dosage and~~  
5 ~~frequency.~~

6  
7 ~~(D) Procedures for adding drugs, medications, and fluids by IV bolus.~~

8  
9 ~~(E) Characteristics of patient observation for signs and symptoms of drug~~  
10 ~~response.~~

11  
12 ~~(2) Laboratory instruction: The student shall demonstrate proficiency in adding fluids to~~  
13 ~~an existing IV line on a venipuncture training arm or in a simulated environment, and~~  
14 ~~shall then be eligible to complete a practical examination on this Section.~~

15  
16 ~~(3) Clinical instruction: The student shall demonstrate proficiency in adding fluids to~~  
17 ~~existing IV lines in the presence of course faculty or instructional staff as described in~~  
18 ~~Section 1070.8(a)(3), and shall then be eligible to complete an examination on this~~  
19 ~~Section.~~

20  
21 ~~(n) With respect to the removal of IV lines:~~

22  
23 ~~(1) Didactic instruction shall include overview and procedures for the removal of an IV~~  
24 ~~line.~~

25  
26 ~~(2) Laboratory instruction: The student shall demonstrate proficiency on a venipuncture~~  
27 ~~training arm or in a simulated environment for IV removal, and shall then be eligible for~~  
28 ~~a practical examination.~~

29  
30 ~~(3) Clinical instruction: The student shall demonstrate proficiency in removing IV lines in~~  
31 ~~the presence of course faculty or instructional staff as described in Section 1070.8(a)(3),~~  
32 ~~and shall then be eligible to complete an examination on this Section.~~

33  
34 ~~(o) Each student shall pass a written examination that reflects the curriculum content, which~~  
35 ~~may be administered at intervals throughout the course as determined by the course director.~~

36  
37 ~~(p) To maintain approval, programs approved prior to the effective date of these regulations~~  
38 ~~shall submit to the Board a completed "Notice of Compliance with New Requirements for~~  
39 ~~Dental Sedation Assistant Permit Courses (New 10/10)", hereby incorporated by reference,~~  
40 ~~within ninety (90) days of the effective date of these regulations.~~

41  
42 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections  
43 1750.4, 1750.5 and 1752.4, Business and Professions Code.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

**CCR § 1070.9: Radiation Safety Course**

(a) A radiation safety course shall have the primary purpose of providing theory, laboratory, and clinical application in radiographic techniques. The Board shall approve only those courses which continuously adhere to the standards of this section.

(b) A course provider applying for initial approval shall submit a completed "Application for Radiation Safety Course Provider Approval" (New 12/2020), hereby incorporated by reference, accompanied by the designated, non-refundable fee as defined in Section 1022. Consistent with Section 1070, the Board may approve or deny approval after it evaluates all components of the course.

(c) Continuation of approval will be contingent upon continued compliance with Sections 1070, 1070.1 and all requirements set forth herein.

(d) **General Provisions:** Providers shall make adequate provisions for the course's supervision and operation in compliance with this Article and the following:

(1) Unless otherwise incorporated in a Board-approved registered dental assisting program, providers shall require evidence from students that they have met all course prerequisites prior to their acceptance including current certification in basic life support, completion of an eight-hour Board-approved course in infection control, and a two-hour Board-approved course in the Act.

(2) When instruction is incorporated in a registered dental assisting program, students shall have completed, enrolled in, or have a program program-approved plan to be enrolled in, instruction in, basic chairside skills, anatomy, tooth morphology, infection control and basic life support, as defined herein, prior to the start of instruction in radiation safety;

(3) Providers shall adhere to the requirements for the quantity, qualifications and responsibilities of the course director and all faculty or instructional staff, as defined in Sections 1070 and 1070.1, at all times.

(4) Additionally, all patients or their guardians shall complete a health history form with consent acknowledging the procedure is being performed by a student of the course or program. Such documentation shall be maintained in the clinical facility's records.

(e) **Facilities and Equipment:**

(1) Adequate supplies, materials and provisions for instruction in radiation safety shall be provided in compliance with the requirements of Section 1070.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (2) There shall be a sufficient number of safe, adequate, and educationally conducive  
2 lecture classrooms or the capability to facilitate distance learning modalities, and  
3 operatories in compliance with the requirements of Section 1070.

4  
5 (3) In addition to the facility requirements defined in Section 1070, the facility used for  
6 laboratory/pre-clinical instruction shall be deemed adequate if it is properly equipped  
7 with supplies and equipment for practical work and includes, for every six students, at  
8 least the following:

9  
10 (A) One functioning radiography (X-ray) machine which is adequately filtered and  
11 collimated, that is equipped with the appropriate position-indicating devices for  
12 each technique being taught, and is properly registered and permitted in  
13 compliance with the Department of Health Services and the California Radiation  
14 Safety Regulations (Title 17, Cal. Code of Regulations, commencing with Section  
15 30100);

16  
17 (B) One (1) X-ray training manikin head designed for instruction in radiographic  
18 techniques per X-ray unit;

19  
20 (C) One (1) film view box, or screen for viewing digital images; and

21  
22 (D) One (1) lead shielding adult-size protective apron with cervical (thyroid)  
23 collar, either attached or detached from the apron, per X-ray unit.

24  
25 (4) The facility shall be deemed adequate if it is of sufficient size to accommodate  
26 students' needs in learning and is properly equipped with supplies and equipment for  
27 practical work which may include processing and viewing equipment or any combination  
28 thereof. Such facility requirements may be deemed met if computer-based equipment  
29 for digital radiographic procedures is solely or in part utilized within the program or  
30 course facility. Such equipment may be located in the operatory area where exposures  
31 will occur.

32  
33 (5) The choice of image receptor for laboratory, pre-clinical, and clinical experiences  
34 may be either traditional film or digital sensor or any combination thereof as  
35 determined by the program and course provider.

36  
37 (6) X-ray exposure areas shall provide protection to patients, students, faculty and  
38 observers in full compliance with applicable statutes and regulations.

39  
40 (7) All disinfection and sterilization procedures specified in Section 1005 shall be  
41 incorporated in the course content and followed during all laboratory, simulated-clinical  
42 and clinical experiences. Adequate cleaning, disinfecting, and sterilizing facilities shall be  
43 provided.



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (f) **Course Duration:** A course in radiation safety shall be of sufficient duration, but in no event  
2 less than 32 hours, including at least 8 hours of didactic instruction, at least 12 hours of laboratory  
3 instruction, and at least 12 hours of supervised clinical instruction for the student to obtain  
4 applicable theory in didactic instruction, laboratory instruction, and clinical experience to achieve  
5 minimum competence in the various protocols and procedures used in the application of dental  
6 radiographic techniques and radiation safety.

7  
8 (g) **Course Curriculum and Examination:**  
9

10 (1) A detailed course outline shall be established and maintained consistent with the  
11 requirements of Section 1070 and shall be provided to students prior to the start of  
12 instruction.

13  
14 (2) General course objectives and specific instructional unit objectives shall be stated in  
15 writing and shall include theoretical aspects of each subject as well as practical  
16 application. The theoretical aspects of the course shall provide the content necessary for  
17 students to make judgments regarding radiation safety.

18  
19 (3) Objective evaluation criteria shall be used for measuring student progress toward  
20 attainment of specific course objectives. Students shall be provided with specific  
21 performance objectives and the evaluation criteria that will be used for all aspects of the  
22 curriculum.

23  
24 (4) Prior to clinical instruction in radiation techniques, each student shall pass a pre  
25 exposure radiation exam.

26  
27 (5) Each student shall pass a written examination which reflects the curriculum content.

28  
29 (6) Each student shall pass a clinical examination demonstrating minimum competency.  
30

31 (h) **Didactic Instruction.** Areas of didactic instruction shall include, at a minimum, the following  
32 as they relate to exposure, processing and evaluation of dental radiographs:

33  
34 (1) Radiation physics and biology;

35  
36 (2) Radiation protection and safety;

37  
38 (3) Recognition of normal anatomical landmarks, structures, hard and soft tissues,  
39 normal and abnormal conditions of the oral cavity as they relate to dental radiographs;

40  
41 (4) Radiograph exposure and processing techniques;  
42

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (5) Radiograph mounting or sequencing, and viewing, including anatomical landmarks of  
2 the oral cavity;

3  
4 (6) Intraoral techniques and dental radiograph armamentaria, including holding devices  
5 and image receptors;

6  
7 (7) Intraoral and extraoral examination including principles of exposure, methods of  
8 retention and evaluation;

9  
10 (8) Proper use of patient protection devices and personal protective equipment for  
11 operator use;

12  
13 (9) Identification and correction of faulty radiographs;

14  
15 (10) Introduction to contemporary exposure techniques including the use of  
16 computerized digital radiography and extraoral imaging that may include panographs or  
17 cone-beam imaging;

18  
19 (11) Infection control procedures in compliance with the Board's Minimum Standards  
20 for Infection Control (16 CCR 1005);

21  
22 (12) Radiographic records management;

23  
24 (13) Identification and recognition of common errors in techniques and processing for  
25 intra and extra oral exposures;

26  
27 (14) Identification of various extra oral techniques, machine types, and uses; and

28  
29 (15) Introduction to techniques and exposure guidelines for special exposures to include,  
30 but not limited to pediatric, edentulous, partially edentulous, endodontic and patients  
31 with special needs.

32  
33 (i) **Laboratory Instruction.** All laboratory instruction and performances shall only occur in  
34 accordance with Sections 1070 and 1070.1. Sufficient hours of laboratory instruction and  
35 experiences shall ensure that a student successfully completes, on an x-ray training manikin head  
36 only, at least the procedures set forth below utilizing an image receptor deemed appropriate by  
37 the course director:

38  
39 (1) Two full mouth periapical series, consisting of at least 18 radiographs each, four of  
40 which shall be bitewings;

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (2) Two horizontal or vertical bitewing series, consisting of at least four radiographs each;

3  
4 (3) Developing, digitizing or processing, and mounting or sequencing of exposed  
5 radiographs; and

6  
7 (4) Completion of student and instructor written evaluation of radiographs identifying  
8 errors, causes of errors, corrections and, if applicable, the number of re-exposures  
9 necessary for successful completion of a series to minimum competency.

10  
11 (A) A laboratory procedure has been successfully completed only if each series of  
12 radiographs is evaluated and deemed to be of diagnostic quality.

13  
14 (B) Successful completion of all laboratory competencies shall occur prior to  
15 clinical instruction and experiences.

16  
17 **(j) Clinical Instruction and Evaluation.** As part of an organized program of instruction clinical  
18 instruction shall include clinical performances on human subjects as set forth herein.

19  
20 (1) Successful completion of a minimum of four full mouth periapical series, consisting of  
21 at least 18 radiographs each, four of which shall be bitewings. All exposures made on  
22 human subjects shall only be made using diagnostic criteria established during the  
23 clinical instructional period and shall in no event exceed three re-exposures per subject  
24 per series.

25  
26 (2) Successful developing or processing, and mounting or sequencing of exposed human  
27 subject radiographs;

28  
29 (3) Completion of student and instructor written evaluations of each radiographic series  
30 identifying errors, causes of error, and correction and, if applicable, the number of re-  
31 exposures necessary for successful completion of a series to clinical competency.

32  
33 (4) One full-mouth clinical series shall serve a final clinical examination.

34  
35 **(k) Written Examinations.** Prior to certification and completion of the course, the student shall  
36 successfully complete a comprehensive final exam prior to the completion of the radiation  
37 safety course. The written examinations shall include questions specific to items addressed in  
38 California Code of Regulations, Title 17, Division 1, Chapter 5, Subchapter 4, Group 3, Article 4  
39 (Section 30305 et seq.) relative to the special requirements for the use of x-ray in the healing  
40 arts.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (l) Extramural Dental Facilities Used for Radiographic Performances. Extramural dental facilities  
2 may be utilized by a course for the purposes of radiographic clinical experiences. Clinical  
3 instruction and oversight shall be performed under the general supervision of a licensed dentist  
4 who shall deem the radiographs necessary by written prescription. Didactic and laboratory  
5 instruction shall be provided only by course faculty or instructional staff prior to clinical  
6 performances.

7  
8 (1) The course director, or a designated faculty member, shall be responsible for  
9 selecting an extramural dental facility and evaluating student competence before the  
10 clinical assignment.

11  
12 (2) Prior to student assignment in an extramural dental facility, the course director, or a  
13 designated faculty or instructional staff member, shall orient all supervising dentists who  
14 provide basic technical assistance, evaluation, and oversight of the student in the clinical  
15 setting. Orientation shall include, at a minimum, the objectives of the course, the  
16 student's preparation for the clinical assignment, and a review of procedures and criteria  
17 to be used by the licensed dentist in the extramural dental facility in evaluating the  
18 student during the assignment.

19  
20 (3) Programs and courses using extramural dental faculty for dental radiographic clinical  
21 experiences shall provide to the Board, upon request or renewal of provider status,  
22 copies of all contracts of affiliation and documentation demonstrating compliance with  
23 this Section.

24  
25 (4) There shall be a written contract of affiliation with each extramural dental facility  
26 utilized by a course. Such contract shall describe the settings in which the facility will be  
27 used, cancellation terms and conditions, and shall provide that the facility has the  
28 necessary equipment and armamentaria appropriate for the procedures to be  
29 performed and that such equipment and armamentaria are in safe operating condition.

30  
31 (m) Certificate of Completion. Upon successful completion of the course, students shall receive  
32 a certificate consistent with the requirements defined in Section 1070(m).

33  
34 (n) Notice of Compliance. To maintain approval, courses approved prior to the effective date of  
35 these regulations shall submit to the Board a completed "Notice of Compliance with New  
36 Requirements for Radiation Safety Courses" (New 12/2020), hereby incorporated by reference,  
37 within ninety (90) days of the effective date of these regulations.

38  
39 Note: Authority cited: Section 1614, Business and Professions Code.

40  
41 **§ 1071. Approval of Registered Dental Assistant in Extended Functions (RDAEF) Educational**  
42 **Programs.**

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 In addition to the requirements of California Code of Regulations (Cal. Code Regs.), Title 16,  
2 Sections 1070 and 1070.1, the following criteria shall be met by an RDAEF educational program  
3 to secure and maintain approval by the Board.

4  
5 (a) RDAEF educational programs in California shall apply for and receive Board approval prior to  
6 operation. The Board may approve, provisionally approve, or deny approval of any such  
7 program.

8  
9 (1) A program applying for approval to teach all of the duties specified in Business and  
10 Professions Code, Section 1753.5 shall comply with all of the requirements of this  
11 Section.

12  
13 (2) A program applying for approval to teach RDAEFs licensed on or before January 1,  
14 2010 the additional duties specified in Business and Professions Code Section 1753.6  
15 shall comply with all of the requirements of this Section, except as follows:

16  
17 (A) The program shall be no less than 318 hours, including at least 76 hours of  
18 didactic instruction, at least 186 hours of laboratory instruction, and at least 56  
19 hours of clinical instruction.

20  
21 (B) Students shall not be required to complete instruction related to the  
22 placement of gingival retraction cord, the taking of final impressions for  
23 permanent indirect restorations, or the fitting of endodontic master points and  
24 accessory points.

25  
26 (3) A RDAEF program provider applying for approval shall submit to the Board a  
27 completed "Application for Registered Dental Assistant in Extended Functions (RDAEF)  
28 Program Approval" (New 12/2020), which is hereby incorporated by reference,  
29 accompanied by a non-refundable processing fee as specified in 16 CCR 1022.

30  
31 (4) The Board may withdraw its approval of a program at any time, after giving the  
32 program provider written notice setting forth its reason(s) for withdrawal and after  
33 affording the program a reasonable opportunity to respond within 30 calendar days.  
34 Approval may be withdrawn for failure to comply with the provisions of the Act or the  
35 Board's regulations.

36  
37 (b) Prerequisites. In order to be admitted to the program, each student shall possess a valid,  
38 active, and current license as a registered dental assistant issued by the Board and shall submit  
39 documentary evidence of successful completion of a Board-approved pit and fissure sealant  
40 course prior to graduation from an RDAEF program.

41  
42 (c) Program Faculty. In addition to the requirements of Cal. Code Regs., Title 16, Sections 1070  
43 and 1070.1, all faculty members shall have completed a course or certification program in  
44 educational methodology of at least 6 hours unless he or she holds any one of the following: a

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 degree in education, a valid Ryan Designated Subjects Vocational Education Teaching  
2 Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community  
3 College Teaching Credential. Each faculty member shall complete a course or certification  
4 program in educational methodology within six (6) months of employment. The course director  
5 or designated administrator shall be responsible to obtain and maintain records of each faculty  
6 member showing evidence of having met this requirement.

7  
8 (d) Program Director. The program director, who may also be an instructor, shall possess a  
9 valid, active, and current license issued by the Board or the Dental Hygiene Committee of  
10 California, shall have been licensed for a minimum of two years, and possess the experience in  
11 the subject matter he or she is teaching. The program director shall provide guidance and be  
12 responsible for the administration of the program. Specifically, the program director shall be  
13 responsible for fulfilling all the requirements listed in Cal. Code Regs., Title 16, Section 1070(b).

14  
15 (e) Length of Program.

16  
17 (1) The program shall be of sufficient duration for the student to develop minimum  
18 competence in all of the duties that RDAEFs are authorized to perform, but in no event  
19 less than 410 hours, including at least 100 hours of didactic instruction, at least 206  
20 hours of laboratory instruction, and at least 104 hours of clinical instruction. All  
21 laboratory and simulated clinical instruction shall be provided under the direct  
22 supervision of program staff. Clinical instruction shall be provided under the direct  
23 supervision of a licensed dentist and may be completed in an extramural dental facility  
24 as defined in Cal. Code Regs., Title 16, Section 1070.1(c).

25  
26 (2) In the event a program has obtained approval to instruct the content for Interim  
27 Therapeutic Restoration Certification, the program shall incorporate such training into  
28 the RDAEF program curriculum and increase the total hours in accordance with  
29 applicable regulations.

30  
31 (f) The following requirements are in addition to the requirements of Cal. Code Regs., Title 16,  
32 Sections 1070 and 1070.1:

33  
34 (1) Minimum requirements for equipment and armamentaria:

35  
36 (A) Laboratory facilities with individual seating stations for each student and  
37 equipped with air/water syringe, hand piece connections, suction or electric  
38 driven rotary instrumentation capability. Each station or operatory shall allow an  
39 articulated typodont to be mounted in a simulated head position.

40  
41 (B) Clinical simulation facilities that provide simulated patient heads mounted in  
42 appropriate position and accommodating an articulated typodont in an enclosed  
43 intraoral environment or mounted on a dental chair in a dental operatory.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 Clinical simulation spaces shall be sufficient to permit one simulation space for  
2 each two students at any one time.

3  
4 (C) Articulated typodonts of both deciduous and permanent dentitions with  
5 flexible gingival tissues and with prepared teeth for each procedure to be  
6 performed in the laboratory and clinical simulation settings. One of each type of  
7 typodont is required for each student.

8  
9 (D) A selection of restorative instruments and adjunct materials for all  
10 procedures that RDAEFs are authorized to perform.

11  
12 (E) Notwithstanding Section 1070, there shall be at least one operator for every  
13 two students who are simultaneously engaged in clinical instruction.

14  
15 (g) Areas of instruction shall include, at a minimum, the instruction specified in subdivisions (h)  
16 to (o), inclusive, and the following didactic instruction:

17  
18 (1) The following instruction as it relates to each of the procedures that RDAEFs are  
19 authorized to perform: restorative and prosthetic treatment review; charting; patient  
20 education; legal requirements; indications and contraindications; problem solving  
21 techniques; laboratory, preclinical, and clinical criteria and evaluation; and infection  
22 control protocol implementation.

23  
24 (2) Dental science, including dental and oral anatomy, histology, oral pathology, normal  
25 or abnormal anatomical and physiological tooth descriptions, tooth morphology, basic  
26 microbiology relating to infection control, and occlusion. "Occlusion" is the review of  
27 articulation of maxillary and mandibular arches in maximum intercuspation.

28  
29 (3) Characteristics and manipulation of dental materials related to each procedure.

30  
31 (4) Armamentaria for all procedures.

32  
33 (5) Principles, techniques, criteria, and evaluation for performing each procedure,  
34 including implementation of infection control protocols.

35  
36 (6) Tooth isolation and matrix methodology review.

37  
38 (h) General laboratory instruction shall include:

39  
40 (1) Application of tooth isolation methods in both maxillary and mandibular arches and  
41 with four experiences on both deciduous and permanent dentitions.

42  
43 (2) Matrix placement for amalgam, and adhesive-based restorative material restorations  
44 with three experiences for each material.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2       (3) Base, liner, and etchant placement on three teeth.

3  
4       (i) With respect to preliminary evaluation of the patient's oral health, including charting of  
5 existing conditions excluding periodontal assessment as it relates to RDAEF functions, intraoral  
6 and extraoral evaluation of soft tissue, classifying occlusion, and myofunctional evaluation:

7  
8       (1) Didactic instruction shall contain the following:

9  
10           (A) Normal anatomical structures: oral cavity proper, vestibule, and lips.

11           (B) Deviations from normal to hard tissue abnormalities to soft tissue  
12 abnormalities.

13           (C) Overview of classifications of occlusion and myofunction.

14           (D) Sequence of oral inspection: armamentaria, general patient assessment,  
15 review of medical history form, review of dental history form, oral cavity mouth-  
16 mirror inspection, and charting existing conditions.

17  
18       (2) Preclinical instruction shall include performing an oral inspection on at least two  
19 other students.

20  
21       (3) Clinical instruction shall include performing an oral inspection on at least two  
22 patients.

23  
24       (i) With respect to sizing, fitting, and cementing endodontic master points and accessory points:

25  
26       (1) Didactic instruction shall include the following:

27           (A) Review of objectives, canal preparation, filling of root canal space, including  
28 the role of the RDAEF as preparatory to condensation which is to be performed  
29 by the licensed dentist.

30           (B) Description and goals of filling technique using lateral condensation  
31 techniques.

32           (C) Principles and techniques of fitting and cementing master points and  
33 accessory points.

34  
35       (2) Laboratory instruction shall include fitting and cementing master points and  
36 accessory points on extracted teeth or simulated teeth with canals with a minimum of  
37 two experiences.-This instruction shall not include obturator-based techniques or other  
38 techniques that employ condensation.  
39  
40  
41  
42  
43  
44



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (3) Simulated clinical instruction shall include fitting and cementing master points and  
3 accessory points with extracted or simulated teeth. Simulated clinical instruction shall  
4 include fitting and cementing master points and accessory points in at least four teeth.

5  
6 k) With respect to gingival retraction, general instruction shall include:

7  
8 (1) Review of characteristics of tissue management techniques as they relate to  
9 prosthodontic procedures.

10  
11 (2) Description, principles and goals of tissue management as it relates to prosthodontic  
12 procedures.

13  
14 (l) With respect to final impressions for permanent indirect and toothborne restorations:

15  
16 (1) Didactic instruction shall contain the following:

17  
18 (A) Review of characteristics of impression material and tray placement.

19  
20 (B) Description and goals of impression taking for permanent indirect  
21 restorations and toothborne prosthesis.

22  
23 (C) Principles, techniques, criteria, and evaluation of impression taking for  
24 permanent indirect restorations and toothborne prosthesis.

25  
26 (2) Laboratory instruction shall include the following:

27  
28 (A) Tissue management for prosthodontic procedures and final impressions for  
29 permanent indirect restorations, including impression taking of prepared teeth  
30 in maxillary and mandibular arches, once per arch.

31  
32 (B) Impressions for toothborne removable prostheses, including, at a minimum,  
33 taking a total of four impressions on maxillary and mandibular arches with  
34 simulated partially edentulous sites.

35  
36 (3) Clinical instruction shall include taking final impressions on five prosthodontic  
37 procedure patients which shall include tissue management procedures.

38  
39 (m) With respect to placing, contouring, finishing, and adjusting direct restorations:

40  
41 (1) Didactic instruction shall contain the following:

42  
43 (A) Review of cavity preparation factors and restorative material.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (B) Characteristics and manipulation of direct filling materials.

2  
3 (C) Amalgam restoration placement, carving, adjusting and finishing, which  
4 includes principles, techniques, criteria and evaluation, and description and goals  
5 of amalgam placement, adjusting and finishing in children and adults.

6  
7 (D) Currently utilized adhesive-based restoration placement, adjusting,  
8 contouring and finishing, which includes, principles, techniques, criteria and  
9 evaluation, and description and goals of adhesive-based restorations, placement  
10 and contouring in children and adults.

11  
12 (2) Laboratory instruction shall include placement, finish and adjustment of the  
13 following restorations in prepared teeth. The restorations shall include both maxillary,  
14 mandibular, permanent and deciduous teeth, and both metallic and adhesive-based  
15 materials:

16  
17 (A) Placement of Class I, II, and V amalgam restorations in four prepared  
18 permanent teeth for each classification, with one of each classification used for a  
19 clinical examination.

20  
21 (B) Placement of Class I, II, III, and V composite resin restorations in four  
22 prepared permanent teeth for each classification, with one of each classification  
23 used for a clinical examination.

24  
25 (C) Placement of Class I, II, III, and V glass-ionomer restorations in four prepared  
26 permanent teeth for each classification, with one of each classification used for a  
27 clinical examination.

28  
29 (3) Simulated clinical instruction shall include placement, finish and adjustment of the  
30 following restorations in prepared teeth. The restorations shall include both maxillary,  
31 mandibular, permanent and deciduous teeth, and both metallic and adhesive-based  
32 materials. A student shall show competency in amalgam based material placement,  
33 finish and adjustment based on criteria-reference completion standards prior to any  
34 clinical instruction and application of these procedures:

35  
36 (A) Placement of Class I, II, and V amalgam restorations in four prepared  
37 permanent teeth for each classification, with one of each classification used for a  
38 clinical examination.

39  
40 (B) Placement of Class I, II, III, and V composite resin restorations in four  
41 prepared permanent teeth for each classification, with one of each classification  
42 used for a clinical examination.

43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (C) Placement of Class I, II, III, and V glass-ionomer restorations in four prepared  
2           permanent teeth for each classification, with one of each classification used for a  
3           clinical examination.

4  
5           (4) Clinical instruction shall require proficient completion of placing, contouring and  
6           finishing at least 20 direct restorations in prepared permanent teeth. At least five of  
7           each restorative classification of I, II, III and V are required.

8  
9           (A) At least 50 percent of the experiences shall be Class II restorations using  
10           adhesive-based materials.

11  
12           (B) At least 20 percent of the experiences shall be Class V restorations using  
13           adhesive-based materials.

14  
15           (C) Students who complete the 20 restorations and meet all the instructional  
16           requirements of this Section may complete additional Class I, II, III, IV or V  
17           restorations as deemed appropriate for program success.

18  
19           (n) With respect to polishing and contouring existing amalgam restorations:

20  
21           (1) Didactic instruction shall include principles, techniques, criteria and evaluation, and  
22           description and goals of amalgam polishing and contouring in children and adults.

23  
24           (2) Laboratory instruction shall include typodont experience on polishing and contouring  
25           of Class I, II, and V amalgam restorations in three prepared permanent teeth for each  
26           classification, and in two deciduous teeth for each classification.

27  
28           (3) Simulated clinical instruction shall include experience in the polishing and contouring  
29           of Class I, II, and V amalgam restorations in one prepared tooth for each classification.

30  
31           (o) With respect to adjusting and cementing permanent indirect restorations:

32  
33           (1) Didactic instruction shall contain the following:

34  
35           (A) Review of fixed prosthodontics related to classification and materials for  
36           permanent indirect restorations, general crown preparation for permanent  
37           indirect restorations, and laboratory fabrication of permanent indirect  
38           restorations.

39  
40           (B) Interocclusal registrations for fixed prosthesis, including principles,  
41           techniques, criteria, and evaluation.

42  
43           (C) Permanent indirect restoration placement, adjustment, and  
44           cementation/bonding, including principles, techniques, criteria, and evaluation.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (2) Laboratory instruction shall include:

3  
4 (A) Completion of two interocclusal registrations.

5  
6 (B) Fitting, adjustment, and cementation/bonding of permanent indirect  
7 restorations on a minimum of two posterior crowns.

8  
9 (3) Clinical experience for interocclusal registrations shall be performed on four patients  
10 who are concurrently having final impressions recorded for permanent indirect  
11 restorations.

12  
13 (A) Clinical instruction shall include fitting, adjustment, and  
14 cementation/bonding of permanent indirect restorations on at least two teeth.

15  
16 (p) Examination. Each student shall pass a written examination that reflects the curriculum  
17 content, which may be administered at intervals throughout the course as determined by the  
18 course director.

19  
20 (q) Notice of Compliance. To maintain approval, programs approved prior to the effective date  
21 of these regulations shall submit to the Board a completed "Notice of Compliance with New  
22 Requirements for Registered Dental Assistant in Extended Functions Programs" (New  
23 12/2020), hereby incorporated by reference, within 90 days of the effective date of these  
24 regulations.

25  
26 (r) Facilities and Resources. Facilities shall provide each student with sufficient opportunity,  
27 with instructor supervision, to develop minimum competency in all duties that registered  
28 dental assistants in extended functions are authorized to perform. The following requirements  
29 are in addition to those contained in Cal. Code of Regs., Title 16, Sections 1070 and 1070.1:

30  
31 (1) Facilities and operatories shall comply with the requirements of Cal. Code of Regs.,  
32 Title 16, Section 1070 (e)(1)(A)(B) and (e)(2). Facilities shall comply with the Board's  
33 Minimum Standards for Infection Control (Cal. Code of Regs., Title 16, Section 1005).

34  
35 (2) Provision shall be made for reasonable access to current and diverse dental and  
36 medical reference texts, current journals, audiovisual materials, and other necessary  
37 resources. Library holdings, which may include, in total or in part, access through the  
38 Internet, shall include materials relating to all subject areas of the program curriculum.

39  
40 (s) Certificate of Completion. In addition to the requirements of Cal. Code of Regs., Title 16,  
41 Section 1070(m), two original copies of a certificate, diploma, or other evidence of completion  
42 shall be issued to each student within 30 days of successful completion of the program.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(a) All new Registered Dental Assistant in Extended Functions (RDAEF) educational programs~~  
3 ~~shall apply for and receive approval prior to operation. The Board may approve, provisionally~~  
4 ~~approve, or deny approval of any such program. The Board may, in lieu of conducting its own~~  
5 ~~investigation, accept the findings of any commission or accreditation agency approved by the~~  
6 ~~Board and adopt those findings as its own.~~

7  
8 ~~(b) In addition to the requirements of Cal. Code Regs., Title 16, Sections 1070 and 1070.1, the~~  
9 ~~following criteria shall be met by an RDAEF educational program to secure and maintain~~  
10 ~~approval by the Board.~~

11  
12 ~~(1) A program applying for approval to teach all of the duties specified in Business and~~  
13 ~~Professions Code Section 1753.5 shall comply with all of the requirements of this~~  
14 ~~Section.~~

15  
16 ~~(2) A program applying for approval to teach RDAEFs licensed on or before January 1,~~  
17 ~~2010 the additional duties specified in Business and Professions Code Section 1753.6~~  
18 ~~shall comply with all of the requirements of this Section, except as follows:~~

19  
20 ~~(A) The program shall be no less than 318 hours, including at least 76 hours of~~  
21 ~~didactic instruction, at least 186 hours of laboratory instruction, and at least 56~~  
22 ~~hours of clinical instruction.~~

23  
24 ~~(B) Students shall not be required to complete instruction related to the~~  
25 ~~placement of gingival retraction cord, the taking of final impressions for~~  
26 ~~permanent indirect restorations, or the fitting of endodontic master points and~~  
27 ~~accessory points.~~

28  
29 ~~(c) In order to be admitted to the program, each student shall possess a valid, active, and~~  
30 ~~current license as a registered dental assistant issued by the Board and shall submit~~  
31 ~~documentary evidence of successful completion of a Board-approved pit and fissure sealant~~  
32 ~~course.~~

33  
34 ~~(d) In addition to the requirements of Sections 1070 and 1070.1, all faculty members~~  
35 ~~responsible for clinical evaluation shall have completed a course or certification program in~~  
36 ~~educational methodology of at least six (6) hours by January 1, 2012, unless he or she holds any~~  
37 ~~one of the following: a postgraduate degree in education, a Ryan Designated Subjects~~  
38 ~~Vocational Education Teaching Credential, a Standard Designated Subjects Teaching Credential,~~  
39 ~~or, a Community College Teaching Credential. Each faculty member employed after January 1,~~  
40 ~~2012, shall complete a course or certification program in educational methodology within six~~  
41 ~~months of employment. The program director or designated administrator shall be responsible~~  
42 ~~to obtain and maintain records of each faculty member showing evidence of having met this~~  
43 ~~requirement.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(e) The program shall be of sufficient duration for the student to develop minimum competence~~  
2 ~~in all of the duties that RDAEFs are authorized to perform, but in no event less than 410 hours,~~  
3 ~~including at least 100 hours of didactic instruction, at least 206 hours of laboratory instruction,~~  
4 ~~and at least 104 hours of clinical instruction. All laboratory and simulated clinical instruction~~  
5 ~~shall be provided under the direct supervision of program staff. Clinical instruction shall be~~  
6 ~~provided under the direct supervision of a licensed dentist and may be completed in an~~  
7 ~~extramural dental facility as defined in Section 1070.1(c).~~

8  
9 ~~(f) The following requirements are in addition to the requirements of Sections 1070 and 1070.1:~~

10  
11 ~~(1) Minimum requirements for equipment and armamentaria:~~

12  
13 ~~(A) Laboratory facilities with individual seating stations for each student and~~  
14 ~~equipped with air, gas and air, or electric driven rotary instrumentation~~  
15 ~~capability. Each station or operatory shall allow an articulated typodont to be~~  
16 ~~mounted in a simulated head position.~~

17  
18 ~~(B) Clinical simulation facilities that provide simulated patient heads mounted in~~  
19 ~~appropriate position and accommodating an articulated typodont in an enclosed~~  
20 ~~intraoral environment, or mounted on a dental chair in a dental operatory.~~  
21 ~~Clinical simulation spaces shall be sufficient to permit one simulation space for~~  
22 ~~each two students at any one time.~~

23  
24 ~~(C) Articulated typodonts of both deciduous and permanent dentitions with~~  
25 ~~flexible gingival tissues and with prepared teeth for each procedure to be~~  
26 ~~performed in the laboratory and clinical simulation settings. One of each type of~~  
27 ~~typodont is required for each student.~~

28  
29 ~~(D) A selection of restorative instruments and adjunct materials for all~~  
30 ~~procedures that RDAEFs are authorized to perform.~~

31  
32 ~~(2) Notwithstanding Section 1070, there shall be at least one operatory for every two students~~  
33 ~~who are simultaneously engaged in clinical instruction.~~

34  
35 ~~(g) Areas of instruction shall include, at a minimum, the instruction specified in subdivisions (h)~~  
36 ~~to (o), inclusive, and the following didactic instruction:~~

37  
38 ~~(1) The following instruction as it relates to each of the procedures that RDAEFs are~~  
39 ~~authorized to perform: restorative and prosthetic treatment review; charting; patient~~  
40 ~~education; legal requirements; indications and contraindications; problem solving~~  
41 ~~techniques; laboratory, preclinical, and clinical criteria and evaluation; and infection~~  
42 ~~control protocol implementation.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(2) Dental science, including dental and oral anatomy, histology, oral pathology, normal~~  
2 ~~or abnormal anatomical and physiological tooth descriptions, tooth morphology, basic~~  
3 ~~microbiology relating to infection control, and occlusion. "Occlusion" is the review of~~  
4 ~~articulation of maxillary and mandibular arches in maximum intercuspation.~~

5  
6 ~~(3) Characteristics and manipulation of dental materials related to each procedure.~~

7  
8 ~~(4) Armamentaria for all procedures.~~

9  
10 ~~(5) Principles, techniques, criteria, and evaluation for performing each procedure,~~  
11 ~~including implementation of infection control protocols.~~

12  
13 ~~(6) Tooth isolation and matrix methodology review.~~

14  
15 ~~(h) General laboratory instruction shall include:~~

16  
17 ~~(1) Rubber dam application for tooth isolation in both maxillary and mandibular arches~~  
18 ~~and for deciduous and permanent dentitions. A minimum of four experiences per arch is~~  
19 ~~required, with two anterior and two posterior applications, with one of the applications~~  
20 ~~used for a practical examination.~~

21  
22 ~~(2) Matrix placement for amalgam, and nonmetallic restorative material restorations in~~  
23 ~~both primary and permanent dentitions, with three experiences for each cavity~~  
24 ~~classification and for each material.~~

25  
26 ~~(3) Base, liner, and etchant placement on three posterior teeth for each base, liner, or~~  
27 ~~etchant, with one of the three teeth used for a practical examination.~~

28  
29 ~~(i) With respect to preliminary evaluation of the patient's oral health, including charting of~~  
30 ~~existing conditions excluding periodontal assessment, intraoral and extraoral evaluation of soft~~  
31 ~~tissue, classifying occlusion, and myofunctional evaluation:~~

32  
33 ~~(1) Didactic instruction shall contain the following:~~

34  
35 ~~(A) Normal anatomical structures: oral cavity proper, vestibule, and lips.~~

36  
37 ~~(B) Deviations from normal to hard tissue abnormalities to soft tissue~~  
38 ~~abnormalities.~~

39  
40 ~~(C) Overview of classifications of occlusion and myofunction.~~

41  
42 ~~(D) Sequence of oral inspection: armamentaria, general patient assessment,~~  
43 ~~review of medical history form, review of dental history form, oral cavity mouth-~~  
44 ~~mirror inspection, and charting existing conditions.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(2) Preclinical instruction shall include performing an oral inspection on at least two~~  
3 ~~other students.~~

4  
5 ~~(3) Clinical instruction shall include performing an oral inspection on at least two~~  
6 ~~patients, with one of the two patients used for a clinical examination.~~

7  
8 (j) ~~With respect to sizing, fitting, and cementing endodontic master points and accessory points:~~

9  
10 ~~(1) Didactic instruction shall include the following:~~

11  
12 ~~(A) Review of objectives, canal preparation, filling of root canal space, including~~  
13 ~~the role of the RDAEF as~~  
14 ~~preparatory to condensation which is to be performed by the licensed dentist.~~

15  
16 ~~(B) Description and goals of filling technique using lateral condensation~~  
17 ~~techniques.~~

18  
19 ~~(C) Principles and techniques of fitting and cementing master points and~~  
20 ~~accessory points using lateral condensation, including characteristics,~~  
21 ~~manipulation, use of gutta percha and related materials, and criteria for an~~  
22 ~~acceptable master and accessory points technique using lateral condensation.~~

23  
24 ~~(2) Laboratory instruction shall include fitting and cementing master points and~~  
25 ~~accessory points on extracted teeth or simulated teeth with canals in preparation for~~  
26 ~~lateral condensation by the dentist, with a minimum of two experiences each on a~~  
27 ~~posterior and anterior tooth. This instruction shall not include obturator-based~~  
28 ~~techniques or other techniques that employ condensation.~~

29  
30 ~~(3) Simulated clinical instruction shall include fitting and cementing master points and~~  
31 ~~accessory points in preparation for condensation by the dentist with extracted or~~  
32 ~~simulated teeth prepared for lateral condensation mounted in simulated patient heads~~  
33 ~~mounted in appropriate position and accommodating and articulated typodont in an~~  
34 ~~enclosed intraoral environment, or mounted on a dental chair in a dental operatory.~~  
35 ~~This instruction shall not include obturator-based techniques that employ condensation.~~  
36 ~~Simulated clinical instruction shall include fitting and cementing master points and~~  
37 ~~accessory points for lateral condensation by the dentist in at least four teeth, one of~~  
38 ~~which shall be used for a practical exam.~~

39  
40 (k) ~~With respect to gingival retraction, general instruction shall include:~~

41  
42 ~~(1) Review of characteristics of tissue management as it relates to gingival retraction~~  
43 ~~with cord and electrosurgery.~~



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(2) Description and goals of cord retraction.~~

2  
3 ~~(3) Principles of cord retraction, including characteristics and manipulation of~~  
4 ~~epinephrine, chemical salts classification of cord, characteristics of single versus double~~  
5 ~~cord technique, and techniques and criteria for an acceptable cord retraction technique.~~

6  
7 ~~(l) With respect to final impressions for permanent indirect and toothborne restorations:~~

8  
9 ~~(1) Didactic instruction shall contain the following:~~

10  
11 ~~(A) Review of characteristics of impression material and custom.~~

12  
13 ~~(B) Description and goals of impression taking for permanent indirect~~  
14 ~~restorations and toothborne prosthesis.~~

15  
16 ~~(C) Principles, techniques, criteria, and evaluation of impression taking for~~  
17 ~~permanent indirect restorations and toothborne prosthesis.~~

18  
19 ~~(2) Laboratory instruction shall include the following:~~

20  
21 ~~(A) Cord retraction and final impressions for permanent indirect restorations,~~  
22 ~~including impression taking of prepared teeth in maxillary and mandibular~~  
23 ~~arches, one time per arch with elastomeric impression materials.~~

24  
25 ~~(B) Impressions for toothborne removable prostheses, including, at a minimum,~~  
26 ~~taking a total of four impressions on maxillary and mandibular arches with~~  
27 ~~simulated edentulous sites and rest preparations on at least two supporting~~  
28 ~~teeth in each arch.~~

29  
30 ~~(3) Clinical instruction shall include taking final impressions on five cord retraction~~  
31 ~~patients, with one used for a clinical examination.~~

32  
33 ~~(m) With respect to placing, contouring, finishing, and adjusting direct restorations:~~

34  
35 ~~(1) Didactic instruction shall contain the following:~~

36  
37 ~~(A) Review of cavity preparation factors and restorative material.~~

38  
39 ~~(B) Review of cavity liner, sedative, and insulating bases.~~

40  
41 ~~(C) Characteristics and manipulation of direct filling materials.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(D) Amalgam restoration placement, carving, adjusting and finishing, which~~  
2 ~~includes principles, techniques, criteria and evaluation, and description and goals~~  
3 ~~of amalgam placement, adjusting and finishing in children and adults.~~

4  
5 ~~(E) Glass ionomer restoration placement, carving, adjusting, contouring and~~  
6 ~~finishing, which includes, principles, techniques, criteria and evaluation, and~~  
7 ~~description and goals of glass ionomer placement and contouring in children and~~  
8 ~~adults.~~

9  
10 ~~(F) Composite restoration placement, carving, adjusting, contouring and finishing~~  
11 ~~in all cavity classifications, which includes, principles, techniques, criteria, and~~  
12 ~~evaluation.~~

13  
14 ~~(2) Laboratory instruction shall include tyodont experience on the following:~~

15  
16 ~~(A) Placement of Class I, II, and V amalgam restorations in eight prepared~~  
17 ~~permanent teeth for each classification, and in four deciduous teeth for each~~  
18 ~~classification.~~

19  
20 ~~(B) Placement of Class I, II, III, and V composite resin restorations in eight~~  
21 ~~prepared permanent teeth for each classification, and in four deciduous teeth~~  
22 ~~for each classification.~~

23  
24 ~~(C) Placement of Class I, II, III, and V glass ionomer restorations in four prepared~~  
25 ~~permanent teeth for each classification, and in four deciduous teeth for each~~  
26 ~~classification.~~

27  
28 ~~(3) Simulated clinical instruction shall include experience with tyodonts mounted in~~  
29 ~~simulated heads on a dental chair or in a simulation laboratory as follows:~~

30  
31 ~~(A) Placement of Class I, II, and V amalgam restorations in four prepared~~  
32 ~~permanent teeth for each classification, with one of each classification used for a~~  
33 ~~clinical examination.~~

34  
35 ~~(B) Placement of Class I, II, III, and V composite resin restorations in four~~  
36 ~~prepared permanent teeth for each classification, with one of each classification~~  
37 ~~used for a clinical examination.~~

38  
39 ~~(C) Placement of Class I, II, III, and V glass ionomer restorations in four prepared~~  
40 ~~permanent teeth for each classification, with one of each classification used for a~~  
41 ~~clinical examination.~~

42

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(4) Clinical instruction shall require proficient completion of placing, contouring and~~  
2 ~~finishing at least twenty (20) direct restorations in prepared permanent teeth with the~~  
3 ~~following requirements:~~

4  
5 ~~(A) At least fifty (50) percent of the experiences shall be Class II restorations~~  
6 ~~using esthetic materials.~~

7  
8 ~~(B) At least twenty (20) percent of the experiences shall be Class V restorations~~  
9 ~~using esthetic materials.~~

10  
11 ~~(C) At least ten (10) percent of the experiences shall use amalgam.~~

12  
13 ~~(D) Students who complete the 20 restorations and meet all the instructional~~  
14 ~~requirements of this Section may complete additional Class I, II, III or V~~  
15 ~~restorations as deemed appropriate for program success.~~

16  
17 ~~(n) With respect to polishing and contouring existing amalgam restorations:~~

18  
19 ~~(1) Didactic instruction shall include principles, techniques, criteria and evaluation, and~~  
20 ~~description and goals of amalgam polishing and contouring in children and adults.~~

21  
22 ~~(2) Laboratory instruction shall include typodont experience on polishing and contouring~~  
23 ~~of Class I, II, and V amalgam restorations in three prepared permanent teeth for each~~  
24 ~~classification, and in two deciduous teeth for each classification.~~

25  
26 ~~(3) Simulated clinical instruction shall include experience with typodonts mounted in~~  
27 ~~simulated heads on a dental chair or in a simulation laboratory in the polishing and~~  
28 ~~contouring of Class I, II, and V amalgam restorations in two prepared permanent teeth~~  
29 ~~for each classification, with one of each classification used for a clinical examination.~~

30  
31 ~~(o) With respect to adjusting and cementing permanent indirect restorations:~~

32  
33 ~~(1) Didactic instruction shall contain the following:~~

34  
35 ~~(A) Review of fixed prosthodontics related to classification and materials for~~  
36 ~~permanent indirect~~  
37 ~~restorations, general crown preparation for permanent indirect restorations, and~~  
38 ~~laboratory fabrication of permanent indirect restorations.~~

39  
40 ~~(B) Interocclusal registrations for fixed prosthesis, including principles,~~  
41 ~~techniques, criteria, and evaluation.~~

42  
43 ~~(C) Permanent indirect restoration placement, adjustment, and cementation,~~  
44 ~~including principles, techniques, criteria, and evaluation.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2       ~~(2) Laboratory instruction shall include:~~

3  
4               ~~(A) Interocclusal registrations using elastomeric and resin materials. Two~~  
5               ~~experiences with each material are required.~~

6  
7               ~~(B) Fitting, adjustment, and cementation of permanent indirect restorations on~~  
8               ~~one anterior and one posterior tooth for each of the following materials, with~~  
9               ~~one of each type used for a practical examination: ceramic, ceramometal, and~~  
10              ~~cast metallic.~~

11  
12       ~~(3) Clinical experience for interocclusal registrations shall be performed on four patients~~  
13       ~~who are concurrently having final impressions recorded for permanent indirect~~  
14       ~~restorations, with one experience used for a clinical examination.~~

15  
16       ~~(4) Clinical instruction shall include fitting, adjustment, and cementation of permanent~~  
17       ~~indirect restorations on at least two teeth.~~

18  
19       ~~(p) Each student shall pass a written examination that reflects the curriculum content, which~~  
20       ~~may be administered at intervals throughout the course as determined by the course director.~~

21  
22       ~~(q) To maintain approval, programs approved prior to the effective date of these regulations~~  
23       ~~shall submit to the Board a completed "Notice of Compliance with New Requirements for~~  
24       ~~Registered Dental Assistant in Extended Functions Educational Programs (New 10/10)", hereby~~  
25       ~~incorporated by reference, within ninety (90) days of the effective date of these regulations.~~

26  
27       Note: Authority cited: Section 1614, Business and Professions Code. Reference: Section 1753,  
28       Business and Professions Code.

29  
30       ~~**§ 1071.1. Requirements for Approval of RDAEF Educational Programs. [Repealed]**~~

31  
32       ~~Note: Authority cited: Section 1614, Business and Professions Code. Reference: Section 1756,~~  
33       ~~Business and Professions Code.~~

34  
35       ~~**§ 1072. Approval of RDH Educational Programs.**~~

36       ~~(a) It is the intent of this board to approve only those educational programs for dental~~  
37       ~~hygienists which continuously maintain a high quality standard of instruction. The requirements~~  
38       ~~contained in this article are designed to that end and govern the approval of educational~~  
39       ~~programs for dental hygienists. Continuation of approval will be contingent upon compliance~~  
40       ~~with these requirements.~~

41  
42       ~~(b) An educational program for registered dental hygienists is one which has as its primary~~  
43       ~~purpose providing college level programs leading to an associate or higher degree, which is~~  
44       ~~either affiliated with or conducted by an approved dental school, or which is accredited to offer~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~college level or college parallel programs by the American Dental Association Commission on~~  
2 ~~Dental Accreditation or an equivalent body.~~

3  
4 ~~(c) A new educational program for registered dental hygienists in California shall apply for~~  
5 ~~approval prior to operation. The board may approve, provisionally approve, or deny approval to~~  
6 ~~any such program. The board may, in lieu of conducting its own investigation, accept the~~  
7 ~~findings of any commission or accreditation agency approved by the board and adopt those~~  
8 ~~findings as its own.~~

9  
10 ~~Note: Authority cited: Section 1614, Business and Professions Code. Reference: Section 1758,~~  
11 ~~Business and Professions Code.~~

12  
13 **~~§ 1072.1. Requirements for RDH Educational Programs.~~**

14 ~~An educational program for RDHs shall comply with the requirements set forth below in order~~  
15 ~~to secure and maintain approval by the board.~~

16  
17 ~~(a) Physical Plant. The physical plant and equipment shall be maintained and replaced in a~~  
18 ~~manner designed to provide students with the most modern or educationally optimal~~  
19 ~~environment.~~

20  
21 ~~(b) Library. The library resources of an educational program for dental hygienists shall be broad~~  
22 ~~enough to meet the teaching and research needs of the institution.~~

23  
24 ~~(c) Admission.~~

25  
26 ~~(1) The minimum basis for admission to an approved educational program for dental~~  
27 ~~hygienists shall be the successful completion of an accredited high school course, or the~~  
28 ~~recognized equivalent, which will permit entrance to an accredited college of liberal~~  
29 ~~arts.~~

30  
31 ~~(2) An accredited college of liberal arts shall mean an institution approved by the~~  
32 ~~Association of American Universities or by one of the regional accrediting agencies.~~

33  
34 ~~(3) The selection of students for admission to a hygiene educational program shall be~~  
35 ~~based on estimates of their capacity for success in the study of dental hygiene as~~  
36 ~~determined by evaluation of all available and significant information including~~  
37 ~~information regarding background, knowledge, aptitude for and interest in the study~~  
38 ~~and practice of dental hygiene, and the range of subject matter and quality of their~~  
39 ~~scholastic record.~~

40  
41 ~~(d) Instruction.~~

42  
43 ~~(1) Instruction upon all levels in an educational program for dental hygienists shall be~~  
44 ~~conducted upon the premise that dental hygiene education shall meet the test of a true~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1        ~~university discipline and shall include lectures, laboratory experiments and exercises and~~  
2        ~~clinical practice under supervision.~~

3  
4        ~~(2) The term “university discipline” shall be interpreted as a level of instruction at least~~  
5        ~~equivalent to that level of instruction represented by college courses in the basic~~  
6        ~~sciences commonly offered in approved dental schools.~~

7  
8        ~~(e) Standards of Proficiency. Each school shall establish and maintain standards of proficiency~~  
9        ~~and accomplishment of a qualitative nature, emphasizing thoroughness of didactic and~~  
10       ~~laboratory requirements and precision in manual skills. Such standards shall be available to~~  
11       ~~each student, and shall be used to ascertain periodic progress or achievement in the~~  
12       ~~curriculum.~~

13  
14       ~~(f) Faculty. An educational program for dental hygienists shall employ an adequate staff of~~  
15       ~~competent full-time faculty members having general education, professional training and~~  
16       ~~teaching experience.~~

17  
18       ~~(g) Curriculum.~~

19  
20       ~~(1) The organization of the curriculum for dental hygienists shall be flexible, creating~~  
21       ~~opportunities for adjustments to and research of, advances in the practice of dentistry~~  
22       ~~and dental hygiene.~~

23  
24       ~~(2) The following factors should be considered in establishing and maintaining a~~  
25       ~~balanced curriculum in the sense that it shall not over-emphasize any level or area of~~  
26       ~~instruction:~~

27  
28                ~~(A) Respective contribution to the practice of dental hygiene;~~

29  
30                ~~(B) Effectiveness of instruction;~~

31  
32                ~~(C) Time necessary for student independent study.~~

33  
34       ~~(3) The general content of the curriculum shall include four subject areas: general~~  
35       ~~studies, biomedical sciences, dental sciences and clinical sciences and practice. It shall~~  
36       ~~also include didactic and laboratory instruction of those registered dental assistant~~  
37       ~~duties specifically delegable by a licensed dentist to a registered dental hygienist. (The~~  
38       ~~following guidelines are not to be interpreted as requiring specific courses in each, but~~  
39       ~~rather as areas of instruction which shall be included in the curriculum.)~~

40  
41       ~~General Subject Matter~~

42       ~~Speech English Sociology Psychology Biomedical Sciences~~

43       ~~General and Microscopic Anatomy Physiology Microbiology Pathology Nutrition~~

44       ~~Pharmacology (Basic sciences necessary as a foundation for the instruction of~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 Biomedical Sciences shall be included in, or be a prerequisite to, the curriculum of  
2 approved RDH programs) Dental Sciences  
3 Anesthesia Dental and Medical Emergencies Tooth Morphology Head, Neck and Oral  
4 Anatomy Oral Pathology Oral Embryology and Histology Dental Materials Clinical  
5 Sciences and Practice  
6 Periodontology Clinical Dental Hygiene Legal and Ethical Aspects of Dentistry Oral  
7 Health Education Community Dental Health

8  
9 ~~(4) Content of the curriculum for approved dental hygiene educational programs shall~~  
10 ~~specifically include instruction in:~~

11  
12 ~~(A) periodontal soft tissue curettage;~~

13  
14 ~~(B) administration of local anesthetic agents, infiltration and conductive, limited~~  
15 ~~to the oral cavity;~~

16  
17 ~~(C) administration of nitrous oxide and oxygen when used as an analgesic,~~  
18 ~~utilizing fail-safe type machines containing no other general anesthetic agents;~~  
19 ~~provided, however, that a graduate of a nonresident program which meets all~~  
20 ~~the requirements of Sections 1072 and 1072.1 except those contained in Section~~  
21 ~~1072.1(g)(4), shall be deemed to have completed an approved program if such~~  
22 ~~person has successfully completed a board approved course of instruction in~~  
23 ~~each of the functions described in Section 1072.1(g)(4) which were not taught to~~  
24 ~~clinical proficiency in the nonresident dental hygiene program.~~

25  
26 ~~(h) Length of Program. A dental hygienist educational program shall be two academic years, not~~  
27 ~~less than 1,600 clock hours, and lead to a certificate.~~

28  
29 ~~Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614,~~  
30 ~~1758 and 1759, Business and Professions Code.~~

31  
32  
33 **Article 3. Application for Licensure**

34  
35 **§ 1076. General Application Requirements.**

36 ~~(a) Application for licensure as a registered dental auxiliary shall be made on a form prescribed~~  
37 ~~by the board and shall be accompanied by the following:~~

38  
39 ~~(1) The fees fixed by the board;~~

40  
41 ~~(2) Two classifiable sets of fingerprints on forms provided by the board;~~

42  
43 ~~(3) Where applicable, a record of any previous dental assisting or hygiene practice and~~  
44 ~~verification of license status in another jurisdiction.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(a)~~ Completed applications shall be filed with the Board not later than the following number of  
3 days prior to the date set for the examination for which application is made;

|                 |   |                    |
|-----------------|---|--------------------|
| RDH             | - | 45 days            |
| <del>RDA</del>  | - | <del>60 days</del> |
| RDAEF and RDHEF | - | 45 days            |

4  
5 An incomplete application shall be deemed deficient and the applicant shall be notified of  
6 outstanding application requirements which need to be fulfilled. returned to the applicant  
7 together with a statement setting forth the reason for returning the application and indicating  
8 the amount of money, if any, which will be refunded. Applications shall be deemed abandoned  
9 pursuant to the provisions set forth in Section 1004.

10  
11 An application shall not be deemed incomplete for failure to establish compliance with  
12 educational requirements if the application is accompanied by a certification from an approved  
13 program, including a letter from the program director, that the applicant is expected to meet all  
14 educational requirements established for the license for which application has been made and  
15 if the approved program certifies not less than 30 days prior to examination that the applicant  
16 has in fact met such educational requirements.

17  
18 ~~The processing times for dental auxiliary licensure are set forth in Section 1069.~~

19 (c) Permission to take an examination shall be granted to those applicants who have paid the  
20 necessary fees and whose credentials have been approved by the executive officer. Nothing  
21 contained herein shall be construed to limit the Board's authority to seek from an applicant  
22 such other information as may be deemed necessary to evaluate the applicant's qualifications.

23  
24 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614,  
25 1753, ~~1754~~1752.1, ~~1758 and 1759~~, Business and Professions Code; ~~and Section 15376,~~  
26 ~~Government Code.~~

27  
28 **§ 1077. Application for Registered Dental Assistant (RDA) Licensure Applications.**

29 (a) An applicant for licensure as a registered dental assistant shall submit an "Application for  
30 Registered Dental Assistant (RDA) Examination and Licensure" RDA-1 (New 12/2020) and one of  
31 the following certification forms specifying the applicant's qualification method: (1)  
32 "Certification of Board Approved Registered Dental Assisting Program Completion" RDA-2  
33 (Board Approved Education Only) (New 12/2020), (2) "Certification of Work Experience as a  
34 Dental Assistant" RDA-3 (Work Experience Only) (New 12/2020), or (3) "Certification of Non-  
35 Approved Dental Assisting Program Completion" RDA-4 (Mixed Education and Work  
36 Experience) (New 12/2020). These forms are hereby incorporated by reference.

37  
38 (1) All applications for registered dental assistant examination and licensure shall be  
39 accompanied by the following information:

40  
41 (A) The application and examination fees as set by Section 1022;



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (B) Satisfactory evidence that the applicant has met all applicable requirements  
3 of Section 1752.1 of the Business and Professions Code;  
4

5 (C) Two classifiable sets of fingerprints or a completed Live Scan form to  
6 establish the identity of the applicant and to permit the Board to conduct a  
7 criminal history record check. The applicant shall pay any costs for furnishing the  
8 fingerprints and conducting the criminal history record check;  
9

10 (D) Where applicable, a record of any previous dental assisting, orthodontic  
11 assisting, dental sedation assisting, dental hygiene, dentistry or any other health  
12 care profession practice and certification of license status in each state or  
13 jurisdiction in which licensure has been obtained;  
14

15 (E) Applicant's name, social security number, federal employer identification  
16 number (FEIN), or individual taxpayer identification number (ITIN), mailing  
17 address, electronic mail address, and telephone number(s);  
18

19 (F) Evidence of having successfully completed Board-approved courses in  
20 radiation safety and coronal polishing. One of the following documents is  
21 required for each course:  
22

23 (1) An original or copy of the course certificate issued by a Board  
24 approved program or stand-alone course provider; or

25 (2) A letter on program or course letterhead, signed by the program  
26 director, certifying completion of the course and the completion date.  
27

28 (G) Evidence of having successfully completed the following:  
29

30 (1) A 2-hour Board-approved course in the Act. One of the following  
31 documents is required:  
32

33 (i) An original or copy of the course certificate issued by a Board-  
34 approved provider, dated within the five years immediately  
35 preceding the date the application was received by the Board; or  
36

37 (ii) A letter on school or program letterhead, signed by the  
38 program director, certifying completion of the course and the  
39 completion date dated within the five years immediately  
40 preceding the date the application was received by the Board.  
41

42 (2) An eight-hour Board-approved course in Infection Control. One of the  
43 following documents is required:  
44

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1                   (i) An original or copy of the course certificate issued by a Board-  
2                   approved provider, dated within the five years immediately  
3                   preceding the date the application was received by the Board; or  
4

5                   (ii) A letter on school or program letterhead, signed by the  
6                   program director, certifying completion of the course and the  
7                   completion date, dated within the five years immediately  
8                   preceding the date the application was received by the Board.  
9

10                   (3) A course in basic life support (BLS) offered by an instructor approved  
11                   under 16 CCR 1016(b)(1)(C). The applicant shall submit a copy of the BLS  
12                   certification card, to include any required signatures. The BLS card shall  
13                   be valid and current.  
14

15                   (H) Evidence of successful completion of the RDA General and Law and Ethics  
16                   Written Examination in the form of an original or copy of the certificate of  
17                   successful completion issued by the examination provider, dated within the five  
18                   years immediately preceding the date the application was received by the Board.  
19

20                   (2) In addition to the requirements set forth in subdivision (a), an application for  
21                   licensure as a registered dental assistant shall be accompanied by one of the following:  
22

23                   (a) If qualifying for registered dental assistant licensure by graduation from an  
24                   educational program in registered dental assisting approved by the Board, the  
25                   applicant shall provide one of the following:  
26

27                   (1) An original "Certification of Board Approved Registered Dental  
28                   Assisting Program Completion" RDA-2 (Board Approved Education Only)  
29                   (New [INSERT DATE]); or  
30

31                   (2) A copy of the Dental Assisting diploma or certificate issued by an  
32                   educational program in registered dental assisting approved by the  
33                   Board; or  
34

35                   (3) A letter on school or program letterhead, signed by the program  
36                   director, certifying completion of an educational program in registered  
37                   dental assisting approved by the Board. The letter shall include the  
38                   student's full name, dates of attendance, and the actual date of  
39                   graduation.  
40

41                   (b) If qualifying for registered dental assistant licensure by completion of work  
42                   experience, the applicant shall provide an original "Certification of Work  
43                   Experience as a Dental Assistant" RDA-3 (New [INSERT DATE]). The form shall  
44                   evidence completion of satisfactory work experience of at least 15 months

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (1,280 hours) as a dental assistant in California or another state or U.S. territory.  
2           The form shall be signed/certified by a licensed dentist in California or another  
3           state or U.S. territory. The certifying dentist is required to have been licensed at  
4           the time certified on the form.

5  
6           (c) If qualifying for registered dental assistant licensure by graduation from a  
7           dental assisting program in a postsecondary institution approved by the  
8           Department of Education or in a secondary institution, regional occupational  
9           center, or regional occupational program, that are not approved by the Board  
10           and work experience, the applicant shall provide an original "Certification of  
11           Non-Approved Dental Assisting Program Completion" and "Certification of Work  
12           Experience as a Dental Assistant" RDA-4 (New [INSERT DATE]).

13  
14           ~~(a) In addition to the requirements set forth in Section 1076, an application for licensure~~  
15           ~~as a registered dental assistant shall be accompanied by the following:~~

16  
17           ~~(1) satisfactory evidence that the applicant has been granted a diploma or~~  
18           ~~certificate in dental assisting from an educational program approved by the~~  
19           ~~board; or~~

20  
21           ~~(2) satisfactory evidence that the applicant has met the required 18 months~~  
22           ~~satisfactory work experience as a dental assistant. "Satisfactory work~~  
23           ~~experience" means performance of the duties specified in Section 1085(b)~~  
24           ~~and/or (c) in a competent manner, as determined by the dentist employer. An~~  
25           ~~applicant shall obtain work experience verification forms from the board and~~  
26           ~~supply such forms to those persons in whose employ the applicant obtained the~~  
27           ~~required work experience. The completed form shall be returned to the board by~~  
28           ~~such person.~~

29  
30           ~~(A) The 18 months of experience, which shall be gained in California while~~  
31           ~~employed by a California licensed dentist(s), shall be considered~~  
32           ~~qualifying only if the experience was comprised of performing duties~~  
33           ~~specified in Section 1085(b) and/or (c) during a majority of the~~  
34           ~~experience hours;~~

35  
36           ~~(B) The 18 months shall be calculated as follows:~~

37  
38           ~~1. experience gained while working 20 or more hours per week~~  
39           ~~shall be credited on a weekly basis, with 78 weeks considered~~  
40           ~~equivalent to 18 months;~~

41  
42           ~~2. experience gained while working less than 20 hours per week~~  
43           ~~shall be credited on an hourly basis, with 1,560 hours considered~~  
44           ~~equivalent to 18 months.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614,  
3 ~~1753~~ and ~~1754~~1752.1, Business and Professions Code.

4  
5 **§ 1077.1. Application for Registered Dental Assistant in Extended Functions (RDAEF) Licensure**  
6 **Applications.**

7 (a) An applicant for licensure as a registered dental assistant in extended functions shall submit  
8 a completed “Application for Registered Dental Assistant in Extended Functions (RDAEF)  
9 Examination and Licensure” (New 12/2020) hereby incorporated by reference.

10  
11 (1) All applications for registered dental assistant in extended functions examination and  
12 licensure shall be accompanied by the following information:

13  
14 (A) The application and examination fees as set by Section 1022;

15  
16 (B) Satisfactory evidence that the applicant has met all applicable requirements  
17 of Section 1753 of the Business and Professions Code;

18  
19 (C) Two classifiable sets of fingerprints or a completed Live Scan form to  
20 establish the identity of the applicant and to permit the Board to conduct a  
21 criminal history record check. The applicant shall pay any costs for furnishing the  
22 fingerprints and conducting the criminal history record check;

23  
24 (D) Where applicable, a record of any previous dental assisting, orthodontic  
25 assisting, dental sedation assisting, dental hygiene, dentistry or any other health  
26 care profession practice and certification of license status in each state or  
27 jurisdiction in which licensure has been obtained;

28  
29 (E) Applicant’s name, social security number, federal employer identification  
30 number (FEIN), or individual taxpayer identification number (ITIN), mailing  
31 address, electronic mail address, and telephone number(s);

32  
33 (F) Evidence of current licensure as a registered dental assistant or completion of  
34 the requirements for licensure as a registered dental assistant.

35  
36 (G) Evidence of successful completion of either of the following:

37  
38 (1) An extended functions postsecondary, or equivalent thereto, program  
39 approved by the Board in all of the procedures specified in Section  
40 1753.5; or

41  
42 (2) An extended functions postsecondary, or equivalent thereto,  
43 program approved by the Board to teach the duties that registered  
44 dental assistants in extended functions were allowed to perform

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 pursuant to board regulations prior to January 1, 2010, and a course  
2 approved by the board in the procedures specified in paragraphs (1), (2),  
3 (5), and (7) to (11), inclusive, of subdivision (b) of Business and  
4 Professions Code section 1753.5.

5  
6 (i) To demonstrate successful completion of an RDAEF program,  
7 applicants shall provide one of the following:

8  
9 (1) RDAEF application containing original certification of  
10 Board-Approved Registered Dental Assisting in Extended  
11 Functions Program Completion, signed by the program  
12 director, with the school or program seal affixed; or

13  
14 (2) A copy of the diploma or certificate issued by an  
15 educational program in RDAEF approved by the Board.

16  
17 (3) A letter on school or program letterhead, signed by the  
18 program director, certifying completion of an educational  
19 program in RDAEF approved by the Board. The letter shall  
20 include the student's full name, dates of attendance, and  
21 the actual date of graduation.

22  
23 (H) Evidence of having successfully completed Board-approved courses in pit and  
24 fissure sealants. One of the following documents is required:

25  
26 (1) An original or copy of the course certificate issued by a board  
27 approved program or course provider; or

28  
29 (2) A letter on school/program letterhead, signed by the program  
30 director, certifying completion of the course and the completion date.

31  
32 (I) Successful completion of the RDAEF Written Examination.

33  
34 (J) Successful completion of the RDAEF clinical and practical examination.

35  
36 ~~In addition to the requirements, including the processing times, set forth in Section 1076, an~~  
37 ~~application for licensure as an RDAEF shall be accompanied by satisfactory evidence that the~~  
38 ~~applicant has successfully completed an approved RDAEF program.~~

39  
40 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614  
41 and ~~1758~~1753, Business and Professions Code.

42  
43 **§ 1077.2. Application for Orthodontic Assistant (OA) Permit.**

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (a) An applicant for an orthodontic assistant permit shall submit a completed “Application for  
2 Orthodontic Assistant Examination and Permit” (New 12/2020), hereby incorporated by  
3 reference.

4  
5 (1) All applications for the orthodontic permit examination and licensure shall be  
6 accompanied by the following information:

7  
8 (A) The application and examination fees as set by Section 1022;

9  
10 (B) Satisfactory evidence that the applicant has met all applicable requirements  
11 of Section 1750.2 of the Business and Professions Code;

12  
13 (C) Two classifiable sets of fingerprints or a completed Live Scan form to  
14 establish the identity of the applicant and to permit the Board to conduct a  
15 criminal history record check. The applicant shall pay any costs for furnishing the  
16 fingerprints and conducting the criminal history record check;

17  
18 (D) Where applicable, a record of any previous dental assisting, orthodontic  
19 assisting, dental sedation assisting, dental hygiene, dentistry or any other health  
20 care profession practice and certification of license status in each state or  
21 jurisdiction in which licensure has been obtained;

22  
23 (E) Applicant’s name, social security number, federal employer identification  
24 number (FEIN), or individual taxpayer identification number (ITIN), mailing  
25 address, electronic mail address, and telephone number(s);

26  
27 (F) Evidence of having successfully completed a Board-approved orthodontic  
28 assistant course, which can commence after the completion of six months of  
29 work experience. One of the following shall be provided:

30  
31 (1) OA application containing original certificate of completion of a  
32 board-approved orthodontic assistant permit course, signed by the  
33 program director, with the school or program seal affixed; or

34  
35 (2) A copy of a diploma or certificate of completion issued by a Board-  
36 approved orthodontic assistant permit course; or

37  
38 (3) A letter on school or program letterhead, signed by the program  
39 director, certifying completion of a board-approved orthodontic assistant  
40 permit course. The letter shall include the student’s full name, dates of  
41 attendance, and the actual date of graduation.

42  
43 (G) Evidence of either:  
44

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 (1) Current, active, and valid licensure as a registered dental assistant; or  
2

3 (2) At least 12 months of verifiable work experience as a dental assistant.  
4 The “Declaration of Certifying Dentist” section of the application shall be  
5 completed and signed by a licensed dentist in California or another state  
6 or U.S. territory. The certifying dentist is required to have been licensed  
7 at the time certified on the form.  
8

9 (I) Evidence of having successfully completed Board-approved course in  
10 ultrasonic scaling. One of the following documents is required for each course:  
11

12 (1) An original or copy of the course certificate issued by a Board-  
13 approved program or stand-alone course provider; or  
14

15 (2) A letter on program or course letterhead, signed by the program  
16 director, certifying completion of the course and the completion date.  
17

18 (J) Evidence of having successfully completed the following:  
19

20 (1) A two-hour Board-approved course in the Act. One of the following  
21 documents is required:  
22

23 (i) An original or copy of the course certificate issued by a Board-  
24 approved provider, dated within the five years immediately  
25 preceding the date the application was received by the Board; or  
26

27 (ii) A letter on school or program letterhead, signed by the  
28 program director, certifying completion of the course and the  
29 completion date dated within the five years immediately  
30 preceding the date the application was received by the Board.  
31

32 (2) An eight-hour Board-approved course in Infection Control. One of the  
33 following documents is required:  
34

35 (i) An original or copy of the course certificate issued by a Board-  
36 approved provider, dated within the five years immediately  
37 preceding the date the application was received by the Board; or  
38

39 (ii) A letter on school or program letterhead, signed by the  
40 program director, certifying completion of the course and the  
41 completion date, dated within the five years immediately  
42 preceding the date the application was received by the Board.  
43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1                   (3) A course in basic life support (BLS) to include use of AED as required  
2                   16 CCR Section 1016 (b)(1)(C). Recertification intervals may not exceed  
3                   two (2) years. A copy of the BLS certification card, to include any required  
4                   signatures, is required. The BLS card shall be valid and current.

5  
6                   (K) Successful completion of the OA Written Examination.

7  
8                   Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614  
9                   and 1750.2, Business and Professions Code.

10  
11                   **§ 1077.3. Application for Dental Sedation Assistant (DSA) Permit.**

12  
13                   a) An applicant for a dental sedation assistant permit shall submit a completed “Application for  
14                   Dental Sedation Assistant Examination and Permit” (New 12/2020), hereby incorporated by  
15                   reference.

16  
17                   (1) All applications for the dental sedation permit examination and licensure shall be  
18                   accompanied by the following information:

19  
20                   (A) The application and examination fees as set by Section 1022;

21  
22                   (B) Satisfactory evidence that the applicant has met all applicable requirements  
23                   of Section 1750.4 of the Business and Professions Code;

24  
25                   (C) Two classifiable sets of fingerprints or a completed Live Scan form to  
26                   establish the identity of the applicant and to permit the Board to conduct a  
27                   criminal history record check. The applicant shall pay any costs for furnishing the  
28                   fingerprints and conducting the criminal history record check;

29  
30                   (D) Where applicable, a record of any previous dental assisting, orthodontic  
31                   assisting, dental sedation assisting, dental hygiene, dentistry or any other health  
32                   care profession practice and certification of license status in each state or  
33                   jurisdiction in which licensure has been obtained;

34  
35                   (E) Applicant’s name, social security number, federal employer identification  
36                   number (FEIN), or individual taxpayer identification number (ITIN), mailing  
37                   address, electronic mail address, and telephone number(s);

38  
39                   (F) Evidence of having successfully completed a board-approved dental sedation  
40                   assistant permit course, which can commence after the completion of six  
41                   months of work experience. One of the following shall be provided:  
42



**WORKING DOCUMENT:**  
**DRAFT PROPOSED REGULATORY LANGUAGE**

1           (1) DSA application containing original certification of Board-approved  
2           dental sedation assistant permit course, signed by the program director,  
3           with the school or program seal affixed; or  
4

5           (2) A copy of the diploma or certificate of completion issued by the  
6           Board-approved dental sedation assistant permit course; or  
7

8           (3) A letter on school or program letterhead, signed by the program  
9           director, certifying completion of the Board-approved dental sedation  
10           assistant permit course. The letter shall include the student’s full name,  
11           dates of attendance, and the actual date of graduation.  
12

13           (G) Evidence of  
14

15                   (1) Current, active, and valid licensure as a registered dental assistant; or  
16

17                   (2) At least 12 months of verifiable work experience as a dental assistant.  
18           The “Declaration of Certifying Dentist” section of the application shall be  
19           completed and signed by a licensed dentist in California or another state  
20           or U.S. territory. The certifying dentist is required to have been licensed  
21           at the time certified on the form.  
22

23           (I) Evidence of having successfully completed the following:  
24

25                   (1) A two-hour board approved course in the Act. One of the following  
26                   documents is required:  
27

28                           (i) An original or copy of the course certificate issued by a Board-  
29                           approved provider, dated within the five years immediately  
30                           preceding the date the application was received by the Board; or  
31

32                           (ii) A letter on school or program letterhead, signed by the  
33                           program director, certifying completion of the course and the  
34                           completion date dated within the five years immediately  
35                           preceding the date the application was received by the Board.  
36

37                   (2) An eight-hour board approved course in Infection Control. One of the  
38                   following documents is required:  
39

40                           (i) An original or copy of the course certificate issued by a Board-  
41                           approved provider, dated within the five years immediately  
42                           preceding the date the application was received by the Board; or  
43

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1                   (ii) A letter on school or program letterhead, signed by the  
2                   program director, certifying completion of the course and the  
3                   completion date, dated within the five years immediately  
4                   preceding the date the application was received by the Board.

5  
6                   (3) A course in basic life support (BLS) to include use of AED as required  
7                   by Title 160, Division 10, Chapter 1, Article 4, Section 1016 (b)(1)(C) of the  
8                   California Code of Regulations. Recertification intervals may not exceed  
9                   two (2) years. A copy of the BLS certification card, to include any required  
10                   signatures, is required. The BLS card shall be valid and current.

11  
12                   (K) Successful completion of the DSA Written Examination.

13  
14 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614  
15 and 1750.4, Business and Professions Code.

**Article 4. Examinations**

17  
18  
19 **§ 1080. General Procedures for Dental Auxiliary Written, Clinical, and Practical Examinations.**

20 The following rules, which are in addition to any other examination rules set forth elsewhere in  
21 this chapter, are adopted for the uniform conduct of all dental auxiliary written and practical  
22 examinations.

23  
24 (a) The ability of an examinee to read and interpret instructions and examination material in  
25 the English language is a part of the examination.

26  
27 (b) No person shall be admitted to an examination room, clinic, or laboratory unless he or she is  
28 wearing the appropriate badge and is directly connected with the examination or its  
29 administration.

30  
31 (c) Each examinee shall furnish patients, instruments, supplies, engines and materials necessary  
32 to carry the procedures to completion. The board will provide chairs.

33  
34 (d) A patient provided by an examinee shall be at least 18 years of age and shall be in a health  
35 condition acceptable for dental treatment. If conditions indicate a need to consult the patient's  
36 physician or for the patient to be premedicated (e.g. high blood pressure, heart murmur,  
37 rheumatic fever, heart condition, prosthesis), the examinee shall obtain the necessary written  
38 medical clearance and/or evidence of premedication before the patient will be accepted. Pre-  
39 medication shall be confirmed by presenting the prescription container.

40  
41                   (1) A prosthetic joint replacement requires either a physician's written clearance or  
42 premedication.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       (2) Pre-medication is required for the following high-risk conditions to prevent  
2 endocarditis:

3  
4           (A) Prosthetic cardiac valve

5  
6           (B) Previous Infective Endocarditis

7  
8           (C) Congenital heart disease (CHD)

9  
10          (D) Unrepaired cyanotic CHD, including palliative shunts and conducts

11  
12          (E) Completely repaired congenital heart defect with prosthetic material or  
13 device, whether placed by surgery or catheter intervention, during the first six  
14 (6) months after the procedure

15  
16          (F) Repaired CHD with residual defects at the site or adjacent to the site of a  
17 prosthetic patch or prosthetic device (which inhibit endothelialization)

18  
19          (G) Cardiac transplantation recipients who develop cardiac valvulopathy

20  
21       (3) The following conditions require physician clearance for dental treatment:

22  
23           (A) Tuberculosis. Patient shall have been on antibiotics for a minimum of four (4)  
24 weeks.

25  
26           (B) Abnormal patient Blood Pressure. An employer or dentist must certify that  
27 the patient's blood pressure is taken prior to the request for initial acceptance of  
28 the patient and recorded on the medical history form. Candidates are required  
29 to provide their own blood pressure kits. Patients with a blood pressure reading:

30  
31                   (1) Of 159/94 or below may proceed with the administration of  
32 anesthesia and request for approval for the cord retraction portion of the  
33 examination.

34  
35                   (2) Between 160/95 and 179/109 shall present a physician's clearance  
36 that includes a statement of the highest blood pressure acceptable for  
37 dental treatment.

38  
39                   (3) Equal to or greater than 180/110 will not be accepted for this  
40 examination, even if a physician authorizes treatment.

41

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           (C) AIDS or HIV. Clearance shall state that dental treatment is not  
2           contraindicated.

3  
4           (D) Patients who are currently receiving radiation treatment or chemotherapy.

5  
6           (E) Sickle Cell Anemia.

7  
8           (F) Organ transplant.

9  
10          (G) Steroid use for more than two (2) weeks.

11  
12          (H) Pregnancy. Clearance shall include approved use of topical anesthetic, local  
13          anesthesia treatment and radiographic procedures.

14  
15          (4) Hazardous/Unsuitable Conditions: A patient with a condition hazardous to anyone  
16          directly connected with the examination, who is deemed unsuitable to sit, or has a  
17          condition that interferes with evaluation for the examination may be rejected at the  
18          discretion of at least two examiners. Whenever a patient is rejected, the reason for such  
19          rejection shall be noted on the examination record and shall be signed by both rejecting  
20          examiners.

21  
22          (A) Patients who have the following health conditions may not be patients during  
23          an examination:

24  
25                  (1) Patients with a history of Hepatitis B, C or D, unless non-carrier  
26                  medical clearance is provided.

27  
28                  (2) Patients who have had a heart attack, stroke or cardiac surgery within  
29                  the past six (6) months.

30  
31                  (3) High blood pressure equal to or greater than 180/110 (see patient  
32                  blood pressure guidelines previously stated).

33  
34                  (4) Herpetic lesions in any visible stage or other transmissible disease.

35  
36                  (5) Acute abscesses, necrotizing ulcerative gingivitis (NUG), severely  
37                  inflamed gingivae (purulent, hemorrhagic, retractable) in the area to be  
38                  treated.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1                   (6) Necrotizing ulcerative gingivitis (NUG/ANUG) anywhere in the mouth.

2  
3                   (7) Conditions requiring special patient management without appropriate  
4                   physician approval may be deemed inappropriate by the Board Examiner.

5  
6   (~~ee~~) An examinee may be dismissed from the entire examination, and a statement of issues may  
7   be filed against the examinee, for acts which interfere with the Board's objective of evaluating  
8   professional competence. Such acts include, but are not limited to the following:

9  
10           (1) Allowing another person to take the examination in the place of, and under the  
11           identity of, the examinee.

12  
13           (2) Copying or otherwise obtaining examination answers from other persons during the  
14           course of an examination.

15  
16           (3) Bringing any notes, books, pictures, tape recorders, electronic devices, any  
17           informative materials, or other unauthorized materials into the examination area.

18  
19           (4) Assisting another examinee during the examination process.

20  
21           (5) Using the equipment, instruments, or materials belonging to another examinee.

22  
23           (6) Copying, photographing or in any way reproducing or recording examination  
24           questions or answers.

25  
26           ~~(7) Bringing a previously prepared procedure or any portion thereof into a laboratory~~  
27           ~~examination~~

28  
29           (7) Presenting radiographs which have been altered or contrived to represent other  
30           than the patient's true condition, whether or not the misleading radiograph was created  
31           by the examinee.

32  
33           (8) Failing to comply with the Board's infection control regulations.

34  
35           (9) Failing to use an aspirating syringe for administering local anesthesia.

36  
37           (10) Premedicating a patient for purposes of sedation.

38  
39           (11) Dismissing a patient without the approval and signature of an examiner.

40  
41           ~~(812)~~ Leaving the assigned examination area without the permission of an exam  
42           administrator.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       (13) Bringing a previously prepared procedure or any portion thereof into an  
2       examination.

3  
4       (914) Failing to follow directions relative to the conduct of the examination, including  
5       termination of the examination at the scheduled or announced time.

6  
7       (f) An examinee may be declared by the Board to have failed the entire examination for  
8       demonstration of gross incompetence in treating a patient.

9  
10      Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1753,  
11      1756, 1758 and 1761, Business and Professions Code.

12  
13      ~~**§ 1080.1. General Procedures for Dental Auxiliary Clinical Examinations.**~~

14      ~~The following rules, which are in addition to any other examination rules set forth elsewhere in~~  
15      ~~this chapter, are adopted for the uniform conduct of all dental auxiliary clinical examinations.~~

16  
17      ~~(a) Each examinee shall furnish patients, instruments, engines and materials necessary to carry~~  
18      ~~the procedures to completion. The board will provide chairs.~~

19  
20      ~~(b) A patient provided by an examinee shall be at least 18 years of age and shall be in a health~~  
21      ~~condition acceptable for dental treatment. If conditions indicate a need to consult the patient's~~  
22      ~~physician or for the patient to be premedicated (e.g. high blood pressure, heart murmur,~~  
23      ~~rheumatic fever, heart condition, prosthesis), the examinee shall obtain the necessary written~~  
24      ~~medical clearance and/or evidence of premedication before the patient will be accepted. The~~  
25      ~~examiners may, in their discretion, reject a patient who in the opinion of at least two examiners~~  
26      ~~has a condition which interferes with evaluation or which may be hazardous to the patient,~~  
27      ~~other patients, examinees or examiners. A hazardous condition includes, but is not limited to,~~  
28      ~~acute symptomatic hepatitis, active herpetic lesions, acute periodontal or periapical abscesses,~~  
29      ~~or necrotizing ulcerative gingivitis. Whenever a patient is rejected, the reason for such rejection~~  
30      ~~shall be noted on the examination record and shall be signed by both rejecting examiners.~~

31  
32      ~~(c) No person shall be admitted to an examination clinic unless he or she is wearing the~~  
33      ~~appropriate identification badge.~~

34  
35      ~~(d) An examinee may be dismissed from the entire examination, and a statement of issues may~~  
36      ~~be filed against the examinee, for acts which interfere with the Board's objective of evaluating~~  
37      ~~professional competence. Such acts include, but are not limited to the following:~~

38  
39              ~~(1) Allowing another person to take the examination in the place of, and under the~~  
40              ~~identity of, the examinee.~~

41  
42              ~~(2) Bringing any notes, books, pictures, tape recorders, or other unauthorized materials~~  
43              ~~into the examination area.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(3) Assisting another examinee during the examination process.~~

2  
3 ~~(4) Using the equipment, instruments, or materials belonging to another examinee.~~

4  
5 ~~(5) Presenting radiographs which have been altered, or contrived to represent other~~  
6 ~~than the patient's true condition, whether or not the misleading radiograph was created~~  
7 ~~by the examinee.~~

8  
9 ~~(6) Failing to comply with the board's infection control regulations.~~

10  
11 ~~(7) Failing to use an aspirating syringe for administering local anesthesia.~~

12  
13 ~~(8) Premedicating a patient for purposes of sedation.~~

14  
15 ~~(9) Dismissing a patient without the approval and signature of an examiner.~~

16  
17 ~~(10) Leaving the assigned examination area without the permission of an exam~~  
18 ~~administrator.~~

19  
20 ~~(11) Failing to follow directions relative to the conduct of the examination, including~~  
21 ~~termination of the examination at the scheduled or announced time.~~

22  
23 ~~(e) An examinee may be declared by the board to have failed the entire examination for~~  
24 ~~demonstration of gross incompetence in treating a patient.~~

25  
26 ~~Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1753,~~  
27 ~~1756, 1758 and 1761, Business and Professions Code.~~

28  
29 **§ ~~1080.2~~ 1080.1. Conduct of Dental Auxiliary Examinations.**

30  
31 Examinations shall be anonymous. An anonymous examination is one conducted in accordance  
32 with procedures, including but not limited to those set forth below, which ensure and preserve  
33 anonymity of applicants.

34  
35 (a) The board shall randomly assign each applicant a number and said applicant shall be known  
36 by that number throughout the entire examination.

37  
38 (b) Grading examiners shall not view examinees during the performance of the examination  
39 assignments.

40  
41 (c) There shall be no communications between grading examiners and floor examiners except  
42 for oral communications conducted in the presence of board staff. There shall be no  
43 communication between grading examiners and examinees except written communications on  
44 board approved forms.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1753,  
3 ~~1756, 1758 and 1761~~, Business and Professions Code.

4  
5 **~~§ 1080.3~~ 1080.2. Dental Auxiliary Licensure Examination Review Procedures; Appeals.**

6 (a) An examinee who has failed an examination shall be provided with notice, upon written  
7 request, of those areas in which he/she is deficient in the practical or clinical phases of such  
8 examination.

9  
10 (b) An unsuccessful examinee who has been informed of the areas of deficiency in his/her  
11 performance on the practical or clinical phases of the examination and who has determined  
12 that one or more of the following errors was made during the course of his/her examination  
13 and grading may appeal to the board within sixty (60) days following receipt of his/her  
14 examination results:

15  
16 (1) Significant procedural error in the examination process;

17  
18 (2) Evidence of adverse discrimination;

19  
20 (3) Evidence of substantial disadvantage to the examinee. Such appeal shall be made by  
21 means of a written letter specifying the grounds upon which the appeal is based. The  
22 Board shall respond to the appeal in writing and may request a personal appearance by  
23 the examinee. The Board shall thereafter take such action as it deems appropriate.

24  
25 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1611,  
26 1614, 1634, 1750.2, 1750.4, 1752.1, 1753, and 1753.4 ~~1756, 1758 and 1761~~, Business and  
27 Professions Code.

28  
29 **§ 1081. RDA Examination.**

30 An applicant for licensure as an RDA shall complete a written, task-oriented examination  
31 encompassing all duties assignable to RDAs and the settings in which they may be performed.  
32 Such examination may also include any or all of the following subjects:

33  
34 Nutrition and preventive dentistry; materials; oral anatomy and physiology; oral pathology;  
35 pharmacology; morphology; microbiology; dental assisting procedures in general and special  
36 dentistry; principles of business and practice management; legal/ethical aspects of dentistry;  
37 patient-dental personnel psychology; four-handed chairside dental assisting; X-ray; sterilization;  
38 laboratory and office emergency procedures.

39  
40 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614  
41 and ~~1753~~ 1752.1, Business and Professions Code.

42  
43 **~~§ 1081.1. RDA Practical Examination Requirements.~~**



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(a) In addition to the written examination, each applicant for licensure as an RDA shall also take~~  
2 ~~a practical examination consisting of any or all of the procedures listed below. The specific~~  
3 ~~procedures will be assigned by an RDA examination committee appointed by the board. The~~  
4 ~~procedures shall be performed on a full articulated maxillary and mandibular typodont secured~~  
5 ~~with a bench clamp and shall be graded by examiners appointed by the board for that purpose.~~  
6 ~~Each applicant shall furnish the required materials necessary to complete all of the following~~  
7 ~~procedures.~~

8  
9 ~~(1) Placement of a rubber dam;~~

10  
11 ~~(2) Placement of a matrix band for amalgam preparation;~~

12  
13 ~~(3) Placement of a base into a prepared tooth (For purposes of the examination,~~  
14 ~~“prepared tooth” means a tooth from which material has been removed so as to~~  
15 ~~simulate the surgical excision of dental caries);~~

16  
17 ~~(4) Placement of a liner into a prepared tooth;~~

18  
19 ~~(5) Placement of orthodontic separators;~~

20  
21 ~~(6) Placement of a periodontal dressing;~~

22  
23 ~~(7) Placement of a temporary sedative dressing into a prepared tooth.~~

24  
25 ~~(8) Sizing and placement, or intra-oral fabrication, of a temporary crown.~~

26  
27 ~~(9) Temporary cementation of a temporary crown.~~

28  
29 ~~(10) Removal of excess cement from supragingival surfaces with a hand instrument or~~  
30 ~~floss.~~

31  
32 ~~Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614~~  
33 ~~and 1753, Business and Professions Code.~~

34  
35 **§ 1081.2. RDAEF Clinical Examination Requirements.**

36 (a) Each applicant for licensure as an RDAEF shall successfully complete an examination on a  
37 patient consisting of the procedures set forth below.

38 (1) Cord retraction of gingivae for impression procedures;

39 (2) Taking impressions for cast restorations.

40 The total examination period shall not exceed two and one-half hours after the first request for  
41 approval to begin the cord retraction procedure.

42  
43 (b) Each applicant shall provide one patient upon whom the retraction and impression  
44 procedures shall be performed. If a patient is deemed unacceptable by the examiners, it is the

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 applicant's responsibility to provide another patient who is acceptable. Time spent to secure an  
2 acceptable replacement patient shall count as part of the two and one-half (2 1/2) hour  
3 maximum testing period. The applicant's ability to select an appropriate patient is considered  
4 part of the examination. An acceptable patient shall meet the criteria set forth in Section 1080  
5 and the following additional criteria:

6 (1) ~~Must~~ Shall have a minimum of ten teeth per arch.

7  
8 (2) ~~Must have a prepared tooth, which is a bicuspid or molar and which, prior to~~  
9 ~~preparation, had mesial and distal contact. The preparation performed shall have~~  
10 ~~margins at or below the free gingival crest and shall be one of the following: 7/8 crown,~~  
11 ~~3/4 crown, or full crown, including porcelain fused to metal. Alginate impression~~  
12 ~~materials alone are not acceptable.~~

13  
14 (2) Tooth preparation shall be on a bicuspid or molar and shall have mesial and distal  
15 teeth present next to the prepared tooth which would normally be in contact with the  
16 completed crown.

17  
18 (3) The prepared tooth shall have margins at or below the free gingival crest.

19  
20 (4) The tooth shall be prepared using one of the following preps: 7/8 crown, 3/4 crown  
21 or full crown, including porcelain fused to metal. Alginate impression materials alone  
22 are not acceptable. Tooth shall have been prepared and temporized prior to the arrival  
23 at the examination site.

24  
25 (5) The prepared tooth shall be free from clinical or radiographic pathology, including  
26 the presence of decay, or pulpal exposures.

27  
28 (c) These procedures shall be graded by examiners appointed by the Board. These procedures  
29 may be tested, at the Board's discretion, in a Board-approved dental office or other facilities, by  
30 examiners appointed by the Board.

31  
32 Note: Authority cited: Section 1614, Business and Professions Code. ~~Reference: Section 1756,~~  
33 ~~Business and Professions Code.~~

34  
35 **§ 1081.3. RDAEF Practical Examination Requirements.**

36 (a) Each applicant for licensure as an RDAEF shall successfully complete an examination on a  
37 simulated patient head mounted in an appropriate position and accommodating an articulated  
38 adult or pediatric typodont in an enclosed environment or mounted on a dental chair in a  
39 dental operatory consisting of the procedures set forth below.

40  
41 (1) Place, condense and finish a composite restoration

42  
43 (2) Place, condense and carve an amalgam restoration

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 The total examination period shall not exceed ninety (90) minutes after receiving approval to  
3 begin.

4  
5 (b) Each applicant shall provide an articulated typodont which has 32 synthetic teeth and soft  
6 rubber gingivae. The typodont shall be articulated. Each applicant shall arrive to the  
7 examination with the typodont stabilized and balanced in occlusion, with enclosed cheeks and  
8 able to mount within the simulator or chair mounted manikin used at the test facility. The  
9 midline of the typodont shall remain lined up with the midline of the manikin during the  
10 examination. The manikin shall be mounted in a simulated patient head, in correct position,  
11 and kept in a correct operating position while the examination procedures are performed.

12  
13 (c) All typodonts shall be stabilized and balanced in occlusion and mounted in the manikin prior  
14 to starting the assigned preparations. The floor examiner shall approve the typodont and the  
15 mounted position before starting the assigned preparations.

16  
17 (d) The possession of extra typodonts, extra loose teeth or templates of preparations in the  
18 examination area is not permitted and is cause for dismissal.

19  
20 At no time during the examination may the head and the cheeks be separated. This is cause for  
21 dismissal.

22  
23 (e) The candidate is required to furnish their own specified typodont, mounting equipment,  
24 instruments, including hand pieces, amalgamators, and supplies necessary to complete the  
25 assignments in the examination.

26  
27 Note: Authority cited: Section 1614, Business and Professions Code

28  
29 **§ 1083. Passing Grades.**

30  
31 ~~(a) Registered Dental Hygienist. Each applicant for licensure as a registered dental hygienist~~  
32 ~~who attains a grade of 75% in the practical examination designated by the Board shall be~~  
33 ~~considered as having passed the examination.~~

34  
35 ~~(b) Registered Dental Assistant. An applicant for licensure as a registered dental assistant shall~~  
36 ~~be deemed to have passed the required examination only if the applicant has obtained a score~~  
37 ~~of at least 75 on the written examination and at least 75% on the practical examination;~~  
38 ~~provided, however, that an applicant who attains a grade of less than 75% in any single~~  
39 ~~procedure shall be considered to have failed the entire practical examination.~~

40  
41 (a) Registered Dental Assistant (RDA). Prior to issuance of a RDA license, an applicant shall  
42 successfully achieve a passing score on the RDA General and Law and Ethics written  
43 examination.

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1 ~~(c) Registered Dental Assistant in Extended Functions. Each applicant for licensure as an RDAEF~~  
2 ~~who attains a grade of at least 75% on each procedure in the examination shall be deemed to~~  
3 ~~have passed the required examination.~~

4  
5 (b) Registered Dental Assistant in Extended Functions (RDAEF). Prior to issuance of a RDAEF  
6 license, an applicant shall successfully achieve a passing score on the RDAEF written  
7 examination, achieve a passing score on both procedures of the clinical examination as outlined  
8 in Section 1081.2, and achieve a passing score on both procedures of the practical examination  
9 as outlined in Section 1081.3.

10  
11 ~~(d) Registered Dental Hygienist in Extended Functions. Each applicant for licensure as an RDHEF~~  
12 ~~who attains a grade of at least 75% on each procedure in the examination shall be deemed to~~  
13 ~~have passed the required examination. A registered dental hygienist who has passed the RDAEF~~  
14 ~~examination prior to December 31, 1991 shall be eligible for licensure as an RDHEF without~~  
15 ~~further examination.~~

16  
17 (c) Orthodontic Assistant (OA). Prior to issuance of an OA license, an applicant shall successfully  
18 achieve a passing score on the OA written examination.

19  
20 (d) Dental Sedation Assistant (DSA). Prior to issuance of an DSA license, an applicant shall  
21 successfully achieve a passing score on the DSA written examination.

22  
23 ~~Note: Authority cited: Sections 1614 and 1762, Business and Professions Code. Reference:~~  
24 ~~Sections 1611, 1614, 1634, 1753, 1758 and 1759, Business and Professions Code.~~

25  
26 Note: Authority cited: Sections 1614 Business and Professions Code. Reference: Sections 1611,  
27 1614, 1634, 1750.2, 1750.4, 1752.1, 1753, and 1753.4, Business and Professions Code.

28  
29  
30 **§ 1085. Dental Assistant Duties and Settings.**

31 (a) Unless specifically so provided by regulation, a dental assistant may not perform the  
32 following functions or any other activity which represents the practice of dentistry or requires  
33 the knowledge, skill and training of a licensed dentist:

- 34  
35 (1) Diagnosis and treatment planning;  
36  
37 (2) Surgical or cutting procedures on hard or soft tissue;  
38  
39 (3) Fitting and adjusting of correctional and prosthodontic appliances;  
40  
41 (4) Prescription of medicines;  
42  
43 (5) Placement, condensation, carving or removal of permanent restorations, including  
44 final cementation procedures;

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 (6) Irrigation and medication of canals, try-in cones, reaming, filing or filling of root  
3 canals;

4  
5 (7) Taking of impressions for prosthodontic appliances, bridges or any other structures  
6 which may be worn in the mouth;

7  
8 (8) Administration of injectable and/or general anesthesia;

9  
10 (9) Oral prophylaxis procedures.

11  
12 ~~(b) A dental assistant may perform such basic supportive dental procedures as the following~~  
13 ~~under the general supervision of a licensed dentist:~~

14  
15 ~~(1) Extra-oral duties or functions specified by the supervising dentist;~~

16  
17 ~~(2) Operation of dental radiographic equipment for the purpose of oral radiography if~~  
18 ~~the dental assistant has complied with the requirements of section 1656 of the Code.~~

19  
20 ~~(3) Examine orthodontic appliances.~~

21  
22 ~~(c) A dental assistant may perform such basic supportive dental procedures as the following~~  
23 ~~under the direct supervision of a licensed dentist when done so pursuant to the order, control~~  
24 ~~and full professional responsibility of the supervising dentist. Such procedures shall be checked~~  
25 ~~and approved by the supervising dentist prior to dismissal of the patient from the office of said~~  
26 ~~dentist.~~

27  
28 ~~(1) Take impressions for diagnostic and opposing models, bleaching trays, temporary~~  
29 ~~crowns and bridges, and sports guards;~~

30  
31 ~~(2) Apply non-aerosol and non-caustic topical agents;~~

32  
33 ~~(3) Remove post-extraction and periodontal dressings;~~

34  
35 ~~(4) Placement of elastic orthodontic separators;~~

36  
37 ~~(5) Remove orthodontic separators;~~

38  
39 ~~(6) Assist in the administration of nitrous oxide analgesia or sedation; however, a dental~~  
40 ~~assistant shall not start the administration of the gases and shall not adjust the flow of~~  
41 ~~the gases unless instructed to do so by the dentist who shall be present at the patient's~~  
42 ~~chairside at the implementation of these instructions. This regulation shall not be~~  
43 ~~construed to prevent any person from taking appropriate action in the event of a~~  
44 ~~medical emergency.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2       ~~(7) Hold anterior matrices;~~

3  
4       ~~(8) Remove sutures;~~

5  
6       ~~(9) Take intra-oral measurements for orthodontic procedures;~~

7  
8       ~~(10) Seat adjusted retainers or headgears, including appropriate instructions;~~

9  
10       ~~(11) Check for loose bands;~~

11  
12       ~~(12) Remove arch wires;~~

13  
14       ~~(13) Remove ligature ties;~~

15  
16       ~~(14) Apply topical fluoride, after scaling and polishing by the supervising dentist or a  
17 registered dental hygienist;~~

18  
19       ~~(15) Place and remove rubber dams;~~

20  
21       ~~(16) Place, wedge and remove matrices.~~

22  
23       ~~(17) Cure restorative or orthodontic materials in operative site with light-curing device.~~

24  
25       ~~For the purpose of this section a supervising licensed dentist is defined as a dentist whose  
26 patient is receiving the services of a dental assistant in the treatment facility and is under the  
27 direct control of said licensed dentist.~~

28  
29       ~~Note: Authority cited: Section 1614, Business and Professions Code. Reference: Section 1751,  
30 Business and Professions Code.~~

31  
32       ~~**§ 1086. RDA Duties and Settings.**~~

33       ~~(a) Unless specifically so provided by regulation, the prohibitions contained in section 1085 of  
34 these regulations apply to registered dental assistants.~~

35  
36       ~~(b) A registered dental assistant may perform all functions which may be performed by a dental  
37 assistant.~~

38  
39       ~~(c) Under general supervision, a registered dental assistant may perform the following duties:~~

40  
41               ~~(1) Mouth-mirror inspection of the oral cavity, to include charting of obvious lesions,  
42 existing restorations and missing teeth;~~

43  
44               ~~(2) Placement and removal of temporary sedative dressings.~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1  
2 ~~(d) A registered dental assistant may perform the following procedures under the direct~~  
3 ~~supervision of a licensed dentist when done so pursuant to the order, control and full~~  
4 ~~professional responsibility of the supervising dentist. Such procedures shall be checked and~~  
5 ~~approved by the supervising dentist prior to dismissal of the patient from the office of said~~  
6 ~~dentist.~~

7  
8 ~~(1) Obtain endodontic cultures;~~

9  
10 ~~(2) Dry canals, previously opened by the supervising dentist, with absorbent points;~~

11  
12 ~~(3) Test pulp vitality;~~

13  
14 ~~(4) Place bases and liners on sound dentin;~~

15  
16 ~~(5) Remove excess cement from supragingival surfaces of teeth with a hand instrument~~  
17 ~~or floss;~~

18  
19 ~~(6) Size stainless steel crowns, temporary crowns and bands;~~

20  
21 ~~(7) Fabrication of temporary crowns intra-orally;~~

22  
23 ~~(8) Temporary cementation and removal of temporary crowns and removal of~~  
24 ~~orthodontic bands;~~

25  
26 ~~(9) Placement of orthodontic separators;~~

27  
28 ~~(10) Placement and ligation of arch wires;~~

29  
30 ~~(11) Placement of post-extraction and periodontal dressings;~~

31  
32 ~~(12) Apply bleaching agents;~~

33  
34 ~~(13) Activate bleaching agents with non-laser light-curing device;~~

35  
36 ~~(14) Take bite registrations for diagnostic models for case study only;~~

37  
38 ~~(15) Coronal polishing (Evidence of satisfactory completion of a board-approved course~~  
39 ~~of instruction in this function shall be submitted to the board prior to any performance~~  
40 ~~thereof). The processing times for coronal polishing course approval are set forth in~~  
41 ~~section 1069.~~

42  
43 ~~This procedure shall not be intended or interpreted as a complete oral prophylaxis (a~~  
44 ~~procedure which can be performed only by a licensed dentist or registered dental~~

**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1       ~~hygienist). A licensed dentist or registered dental hygienist shall determine that the~~  
2       ~~teeth to be polished are free of calculus or other extraneous material prior to coronal~~  
3       ~~polishing.~~

4  
5       ~~(16) Removal of excess cement from coronal surfaces of teeth under orthodontic~~  
6       ~~treatment by means of an ultrasonic scaler. (Evidence of satisfactory completion of a~~  
7       ~~board approved course of instruction or equivalent instruction in an approved RDA~~  
8       ~~program in this function shall be submitted to the board prior to any performance~~  
9       ~~thereof.) The processing times for ultrasonic scaler course approval are set forth in~~  
10       ~~section 1069.~~

11  
12       ~~(e) Settings. Registered dental assistants may undertake the duties authorized by this section in~~  
13       ~~a treatment facility under the jurisdiction and control of the supervising licensed dentist, or in~~  
14       ~~an equivalent facility approved by the board.~~

15  
16       ~~Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614~~  
17       ~~and 1754, Business and Professions Code; and Section 15376, Government Code.~~

18  
19       **§ 1087. RDAEF Duties and Settings.**

20       (a) Unless specifically so provided by regulation, the prohibitions contained in Section 1085  
21       apply to RDAEFs.

22  
23       ~~(b) An RDAEF may perform all duties assigned to dental assistants and registered dental~~  
24       ~~assistants.~~

25  
26       ~~(c) An RDAEF may perform the procedures set forth below under the direct supervision of a~~  
27       ~~licensed dentist when done so pursuant to the order, control and full professional responsibility~~  
28       ~~of the supervising dentist. Such procedures shall be checked and approved by the supervising~~  
29       ~~dentist prior to dismissal of the patient from the office of said dentist.~~

30  
31       ~~(1) Cord retraction of gingivae for impression procedures;~~

32  
33       ~~(2) Take impressions for cast restorations;~~

34  
35       ~~(3) Take impressions for space maintainers, orthodontic appliances and occlusal guards.~~

36  
37       ~~(4) Prepare enamel by etching for bonding;~~

38  
39       ~~(5) Formulate indirect patterns for endodontic post and core castings;~~

40  
41       ~~(6) Fit trial endodontic filling points;~~

42  
43       ~~(7) Apply pit and fissure sealants;~~



**WORKING DOCUMENT:  
DRAFT PROPOSED REGULATORY LANGUAGE**

1           ~~(8) Remove excess cement from subgingival tooth surfaces with a hand instrument;~~

2

3           ~~(9) Apply etchant for bonding restorative materials.~~

4

5 ~~(d) Settings. Registered dental assistants in extended functions may undertake the duties~~  
6 ~~authorized by this section in a treatment facility under the jurisdiction and control of the~~  
7 ~~supervising licensed dentist, or in an equivalent facility approved by the board.~~

8

9 Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614,  
10 ~~1756 and 1757~~, Business and Professions Code.



## Application for Registered Dental Assistant (RDA) Program Provider Approval

### Instructions for Application Completion

1. **Fee.** A non-refundable application fee in the amount of \$1,400 payable to the Dental Board of California must be submitted with the application unless your program is accredited by the Office of Chancellor of the California Community Colleges.
2. **Number of Copies.** One original and one copy of the application and all required documents must be submitted. Printed materials shall be bound, **indexed, and numbered** according to the Exhibit numbers defined in the application.
3. **Completion of Application.** Applicants are only required to submit Pages 2-4 of this application, and the accompanying exhibits. Pages 5-43 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials.
4. **Exhibits/Attachments.** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.
5. **Schedule for Program Site Visit.** Because of wide differences in survey schedules and facility locations, please make specific suggestions as to the site evaluation schedule. The Site Evaluation Team (SET) realizes that schools may wish to adjust the proposed schedule. However, changes must be reviewed with the visiting site team before conferences begin. Please submit a proposed schedule with the completed application.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|   |           |                       |                      |              |  |
|---|-----------|-----------------------|----------------------|--------------|--|
| Date of Application:  |           | <b>STAFF USE ONLY</b> |                      |              |  |
|   |           | File Number:          |                      | Date Log-In: |  |
|   |           | Receipt Number:       |                      |              |  |
| <b>Provider Information – Name and Location of Program</b>      |           |                       |                      |              |  |
| Name of School/Institution:                                     |           |                       |                      |              |  |
| Business Name:  |           |                       |                      |              |  |
| School Location/Street Address:                                 |           |                       |                      |              |  |
| Mailing Address (if applicable)                                 |           |                       |                      |              |  |
| Phone:  |           | Fax:                  |                      | Alt:         |  |
| Type of Accreditation (if applicable, list agency):             |           |                       |                      |              |  |
| <b>Faculty and Administrative Information</b>                   |           |                       |                      |              |  |
| Name of Institutional President/Owner (if applicable):          |           |                       |                      |              |  |
| Contact Phone:  |           | email:                |                      |              |  |
| Name of Program Director (required):                            |           |                       |                      |              |  |
| Contact Phone:  |           | email:                |                      |              |  |
| <b>Program Data – Length, Hours, and Enrollment Information</b> |           |                       |                      |              |  |
| Indicate Max # Enrolled per start:                              |           |                       | Total Program Hours: |              |  |
| Student Teacher Ratio:  | Didactic: | Lab/Preclinical       | Clinical Externship  |              |  |
| Breakdown of Program Hours:                                     | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |

Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit  | Initials of Submitter | Page Number |
|---|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>   |                       |             |
| Program Director Qualifications<br><b>Exhibit #2</b>                                  |                       |             |
| Facilities and Operatories Diagram<br><b>Exhibit #3</b>                               |                       |             |
| Infection Control Protocols<br><b>Exhibit #4</b>                                      |                       |             |
| Emergency Protocols<br><b>Exhibit #5</b>  |                       |             |
| Emergency Equipment<br><b>Exhibit #6</b>  |                       |             |
| Course Schedule<br><b>Exhibit #7</b>  |                       |             |
| Reference Materials<br><b>Exhibit #8</b>  |                       |             |
| Certificate of Completion<br><b>Exhibit #9</b>  |                       |             |
| Outside Accreditation<br><b>Exhibit #10</b>   |                       |             |
| Advisory Board Membership<br><b>Exhibit #11</b>                                       |                       |             |
| Advisory Board Minutes or Function<br><b>Exhibit #12</b>                              |                       |             |
| Program Goals<br><b>Exhibit #13</b>   |                       |             |
| Equipment List<br><b>Exhibit #14</b>  |                       |             |
| Time Allocation to Develop Minimum Competency in All RDA Duties<br><b>Exhibit #15</b> |                       |             |
| Course Syllabi<br><b>Exhibit #16 A</b>  |                       |             |
| Course Outlines<br><b>Exhibit #16 B</b>   |                       |             |
| Curricula<br><b>Exhibit #16 C</b>   |                       |             |
| Extramural Dental Facility Affiliation Agreement<br><b>Exhibit #17</b>                |                       |             |

| Required Exhibit  | Initials of Submitter | Page Number |
|---|-----------------------|-------------|
| Extramural Facility Education Plan<br><b>Exhibit #18</b>                  |                       |             |
| Program plan to admit students in phases<br><b>Optional Attachment #1</b> |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

\_\_\_\_\_  
Signature of Program Director Date

\_\_\_\_\_  
Signature of Program Owner Date

**I certify that I will be responsible for the compliance of the program with the laws and regulations approved by the Dental Board of California governing dental assisting courses and programs.**

\_\_\_\_\_  
Signature of Program Director Date

The following pages contain additional information on the required elements necessary for a complete submission for the exhibits as well as samples of selected exhibits.

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 30-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(2)(D);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(2)(A); and
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(2)(B) (current resumes or biosketch for all faculty are recommended).

**Exhibit #2 Program Director Qualifications:**

Provide documentation that the program director meets the requirements outlined in the regulations, e.g. a resume or biosketch, license, and coursework certificates, as required by 16 CCR 1070(f) and attach a narrative outlining the job description, designated hours, roles, and responsibilities of the program director as required by 16 CCR 1070.2(e).

Program Directors Shall:

- Possess a valid, active California license to practice dentistry or registered dental assisting or registered dental assisting in extended functions for at least two years immediately preceding any provision of program instruction;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment;
- Possess at least three years of experience in the application of clinical chairside dental assisting involving four-handed dentistry; and
- Complete and show evidence of completion of 30 hours of educational methodology coursework prior to instruction, or within six (6) months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential.

Attach narrative demonstrating, as required by 16 CCR 1070.2(e), that the Program Director shall not have full time instructor or administrator responsibilities. The program director's teaching contact hours and program responsibilities shall be less than a full-time instructor who does not have administrative responsibilities and he or she shall be given time to fulfill assigned administrative responsibilities. In addition to the requirements of 16 CCR 1070, regarding the qualification and responsibilities of the program director, the program director shall have the authority and responsibilities for:

- Budget preparation;
- Fiscal administration;
- Curriculum development and coordination;
- Selection and recommendation of individuals for faculty appointment and promotion;
- Supervision and evaluation of faculty;
- Determining faculty teaching assignments and schedules;
- Determining admissions criteria and procedures;
- Scheduling use of program facilities; and
- Development and responsibilities to maintain compliance and documentation.

**Exhibit #3 Facilities and Operatories Diagram:**

Provide a diagram of all instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g).

Provide a diagram of each operatory (or operatories) including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as required by 16 CCR 1070(g)(3)(C).

**Exhibit #4 Infection Control Protocols:**

Provide a copy of the infection control protocols as required by 16 CCR 1070(h). Ongoing instruction and utilization of safety procedures, infection control protocols, and equipment care shall be adhered to at all times as required by 16 CCR 1070.2(h)(7).

**Exhibit #5 Emergency Protocols:**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #6 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) shall be readily accessible and fully functional.

Emergency equipment shall include oxygen delivery systems and first aid kits at a minimum.

**Exhibit #7 Course Schedule:**

Provide a schedule of the program's courses as required by 16 CCR 1070(i)(7)(E). Include the name of course, instructor(s) to student ratios, student rotations (if students are enrolled in phases), and maximum student enrollment.

Include a narrative of the class schedule which demonstrates:

- The courses are sequenced in such a manner that each student has obtained minimum competence in laboratory and preclinical performance prior to clinical assignments as required in 16 CCR 1070(k)(1);
- The class schedule shall show that each student has the opportunity to complete a course in basic life support as required by 16 CCR 1070.2(h)(5)(D);
- The class schedule shall show that students have the opportunity to complete courses in the Cal/OSHA regulations and the board's minimum standards for Infection Control (IC) as required by 16 CCR 1070.2(h)(6) through (7); and
- Programs that admit students in phases, including modular, wheel, or open-entry programs, **shall complete "Optional Attachment #1"** and shall demonstrate at minimum, basic prerequisite instruction in tooth dental anatomy, tooth numbering, emergencies, first-aid and safety precautions, infection control, Occupational Health and Safety Administration (OSHA) and sterilization protocols prior to instruction in any other area of the program's curriculum. Such prerequisite instruction shall consist of no less than **100 hours** of direct, live, interactive didactic instruction, and shall occur prior to performances or activities involving patients including student partners as required by 16 CCR 1070.2(h)(4).

**Exhibit #8 Reference Materials:**

Provide a list of the dental and medical reference materials made available to students by the program and their method of access. Programs shall make provisions for access by students to dental and medical reference textbooks, electronic and internet resources, current scientific journals, audiovisual materials and other relevant resources under 16 CCR 1070(i)(9).



**Exhibit #9 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student’s name; the provider name; the provider’s location; the provider’s approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a statement that states: “All of the information contained on this certificate is truthful and accurate.”; and a statement on each certification that states: “This Certificate of Completion does not constitute authorization for the attendee to perform any services that the attendee is not legally authorized to perform based on the attendee’s license or permit type.” as required by 16 CCR 1070(m).

**Exhibit #10 Outside Accreditation:**

Is the program approved or accredited by any other agency? Yes \_\_\_\_ No \_\_\_\_

If yes, you may list and describe any other accreditation agency that reviews your program’s status. Include specific details and provide a copy of the latest accreditation letter as described in 16 CCR 1070.2(c).

**Exhibit #11 Advisory Board Membership:**

Provide a list which includes names and roles (RDA, DDS, Student, faculty, etc.) of the current advisory board committee membership in accordance with 16 CCR 1070.2(d)(3).

**Exhibit #12 Advisory Board Minutes or Function:**

Provide copies of any advisory board meeting minutes from the last 5 years, if available, as required by 1070(l).

**Exhibit #13 Program Goals:**

Attach documentation of the program’s establish goals and objectives that measure instructional effectiveness through ongoing planning and outcome assessments that are documented and annually reviewed as required by 16 CCR 1070.2(d)(2).

**Exhibit #14 Equipment List:**

List the type and number of equipment, instruments, and armamentaria available to students as required by 16 CCR 1070(g), 16 CCR 1070.2(f)(1) and 1070.2(f)(3), include the ratios for sharing and any equipment (CAD, Patient monitoring etc.) that is shared.

The following equipment is required by 16 CCR 1070(g):

- All radiographic equipment and facilities shall follow the 17 CCR 30100 et seq. and 17 CCR 30400 et seq. regarding requirements for radiologic equipment and facilities.
- A lecture classroom or the capability to facilitate distance learning modalities, a lab area, a clinical area, a central sterilization area, and a radiology area for use by the students.
- Operatories shall be sufficient in number to allow a ratio of at least one operatory for every six students who are simultaneously engaged in clinical instruction.
- Each operatory shall contain functional equipment, including a power-operated chair for patient or simulation-based instruction in a supine position, dental units and mobile stools for the operator and the assistant which are designed for the application of current principles of dental assistant utilization, air-water syringe, adjustable overhead patient light, oral evacuation equipment, work surface, handpiece connection, and hand hygiene area.
- Each operatory shall be of sufficient size to simultaneously accommodate one student, one instructor, and one patient or student partner.
- Access by all students to equipment necessary to develop dental assisting skills in each designated duty.
- Infection control equipment shall be provided according to the requirements of section 1005.

The following are minimum requirements for equipment and armamentaria during laboratory, preclinical, and clinical sessions as appropriate to each type of session as required by 16 CCR 1070.2(f)(1):

- Amalgamator;
- Model trimmers in the ratio of one for every seven students;
- Dental rotary equipment in the ratio of one for every three students;
- Vibrators in the ratio of one for every three students;
- Light curing devices in the ratio of
- Functional typodonts and bench mounts in the ratio of one for every two students;
- Functional orthodontically banded typodonts in the ratio of one for every four students;
- Facebows in the ratio of one for every ten students;
- Automated blood pressure device;
- EKG machine;
- Pulse oximeters in the ratio of one for every ten students;
- Capnograph or simulated device;
- One set of hand instruments in the ratio of one set for every two students for each procedure;
- Respiration device;
- Camera for intraoral use;
- Camera for extraoral use;
- CAD machine or simulated device;
- Caries detection device in the ratio of one for every ten students; and

- All other equipment and armamentaria required to teach

dentist and registered dental assistant duties.

**Exhibit #15 Time Allocation to Develop Minimum Competency in All RDA Duties:**

Provide a list of all RDA duties taught by the program and time allocated for laboratory, preclinical, and clinical practice to develop minimum competency. There shall be sufficient laboratory, preclinical and clinical instruction for each student to achieve minimum competence in the performance of each procedure that a DA and RDA is authorized to perform, as required by 16 CCR 1070.2(g)(1).

**For Exhibits 16 A through C Please provide the information requested in A through C for each course and organize all documents by course. For example, for Course 1, provide the outline or syllabus (16 A), the student evaluation criteria (16 B), and the curriculum (16 C), then move on to Course 2 and provide the same information for that course, etc.**

**Exhibit #16 A Course Syllabi:**

Provide a copy of the syllabus for each course which contains the following and required by 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;
- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.

**Exhibit #16 B Course Outlines:**

Provide a copy of each course's outline, containing the student evaluation criteria as required by 16 CCR 1070(i)(8) which contains the following:

- Specific performance objectives and the evaluation criteria used for all assessments of laboratory, pre-clinical, and clinical experiences 16 CCR 1070(i)(8)(A);
- The minimum number of satisfactory performances in each evaluated area necessary for program or course success 16 CCR 1070(i)(8)(B); and

- The minimum standards for performance in each evaluated area, the grading criteria, and the protocols or procedures that may cause the student to fail the task or procedure 16 CCR 1070(i)(8)(C).

**Exhibit #16 C Curricula:**

Provide copies of the general didactic, laboratory, preclinical, and clinical curricula demonstrating that the curricula meet the requirements in 16 CCR 1070.2(h)(5) and 1070.2(i).

- Instruction in radiation safety that meets all of the requirements of 16 CCR 1070.9;
- Instruction in coronal polishing that meets all of the requirements of 16 CCR 1070.4;
- Instruction in the application of Pit and Fissure Sealants that meets all of the requirements of 16 CCR 1070.3;
- Instruction in basic life support (BLS) for to include use of AED as required by 16 CCR 1016(b)(1)(C) prior to the beginning of the pre-clinical or clinical experiences, the program may require that the student complete this course as a prerequisite to program enrollment, or that the student provide evidence of having completed the course from another provider; and
- Instruction in the (Dental Practice) Act that includes the content specified in 16 CCR 1016 governing the Act continuing education courses.

In addition to the course content described above, the RDA program shall also incorporate the following curriculum into the program; provide copies of the general didactic, laboratory, preclinical and clinical curricula demonstrating that the curricula meet the requirements in the following:

In the area of Biomedical Sciences, the program shall integrate throughout the didactic, preclinical, laboratory, and clinical performance components of the curriculum, the following content as required by 16 CCR 1070.2(i)(1):

- Bloodborne pathogens and related diseases;
- Infection Control; and
- Hazard Communication Standards;
- Radiology

In the area of Dental Sciences, the program shall provide instruction in and didactic evaluation of the following areas as required by 16 CCR 1070.2(i)(2):

- Dental and medical terminology;
- Nutrition;
- General anatomy and physiology;
- Oral anatomy, histology and embryology;
- Head and neck anatomy;
- Oral pathology; and
- Microbiology;

- Pharmacology related to dentistry and the patient shall include:
  - Drug requirements, agencies and regulations;
  - Common drugs and prescriptions used in dentistry;
  - Anesthetics and topical agents used in dentistry;
  - Administration of nitrous oxide-oxygen;
  - Drugs and agents used for treating dental-related infections;
  - Drug addiction including Opioids and other substances; and
- Patients with special needs including patients whose medical, physical, psychological, or social conditions make it necessary to modify normal dental routines.

In the area of Dental Materials, the program shall provide instruction in and laboratory and performance evaluation in the properties, use, and manipulation as required by 16 CCR 1070.2(i)(3):

- Gypsum;
- Restorative materials;
- Bases, liners and bonding agents;
- Matrix retainers, bands and wedges;
- Impression materials;
- Acrylics and or thermoplastics;
- Waxes;
- Abrasive agents;
- Dental laboratory procedures;
- Study casts;
- Fabrication of custom trays;
- Temporary crowns and bridges; and
- Preventive materials: polishing agents, fluorides, sealants, varnish.

In the areas of Ethics and Professional Responsibilities, the program shall provide instruction in and didactic performance evaluation of the following as required by 16 CCR 1070.2(i)(4):

- The Act, including information regarding:
  - The laws and regulations pertaining to the profession of dental assisting;
  - The duties and supervision levels of all licensed and unlicensed dental assistants;
  - The legal responsibilities of all dental assisting licensee and permit holders as defined in statute; and
  - Applicable state and federal laws and regulations;
- Malpractice, liability, negligence, abandonment, and fraud;
- Health Insurance Portability and Accountability Act (HIPAA);
- Express, implied, and informed consent;
- Legal and ethical issues in dentistry;
- Reports of abuse and domestic violence and neglect; mandatory reporter requirements for all dental healthcare workers;
- Risk management;

- Code of ethics applicable to the dental assisting profession;
- Laws governing harassment, and labor and employment; and
- Licensing, certification, and permit requirements to obtain and maintain such certificates

In the areas of Dental Instruments and Equipment, the program shall provide instruction in and didactic, preclinical, clinical and laboratory performance evaluation of the following as required by 16 CCR 1070.2(i)(5):

- Identification, types, functions, and operations of dental operator and laboratory equipment;
- Identification, types, functions, and tray set-up of dental instruments used in dental procedures;
- Operatory set-up and equipment maintenance;
- Anesthetic syringe set-up and handling; and
- Clean removable appliances.

In the area of Chairside Assisting, the program shall provide instruction in and didactic, preclinical, clinical performance evaluation of the following as required by 16 CCR 1070.2(i)(6):

- Assistance in four-handed dentistry procedures;
- Patient education to include pre- and post-operative instructions;
- Oral hygiene Instructions;
- Isolation techniques;
- Basic supportive procedures;
- All dental assisting and Registered Dental Assistant duties prescribed by statute;
- Record patient information and treatment documentation;
- Aseptic techniques; and
- Chairside assistant ergonomics.

In the area of Dental Practice Management, the program shall provide instruction in and didactic and laboratory performance evaluation of the following as required by 16 CCR 1070.2(i)(7):

- Appointment control;
- Financial records and fees;
- Dental office inventory control and purchasing;
- Computer and dental software;
- Recall/Recare systems;
- Management of patient records including paperless and technology-based records management systems;
- Oral and written communications;
- Employment skills resume writing;
- Privacy and confidentiality pertaining to patient records, Health Insurance Portability and Accountability Act (HIPAA)/Health Information Technology for Economic and

- Clinical Health Act (HITECH) requirements;
- Practice management systems;
- Insurance systems claims processing and procedure coding; and
- Ethical and legal responsibilities including financial misconduct, patient billing, misrepresentation of services performed, and treatment plan presentation.
- In the areas of Dental Office Communication, instruction and didactic performance evaluation of the following as required by 16 CCR 1070.2(i)(8):
  - Psychology considerations influencing communication and behaviors;
  - Adapt skills to varied levels of understanding and cultural orientation;
  - Verbal and non-verbal communication;
  - Interpersonal skills; and
  - Communicating with dental office employees

In the areas of Health and Safety, and Emergencies, the program shall provide instruction in and didactic and laboratory performance evaluation of the following as required by 16 CCR 1070.2(i)(9):

- Respond to medical emergencies;
- Taking and recording of vital signs;
- Cardiopulmonary resuscitation (CPR);
- Administration of oxygen;
- Basic first aid kit and first aid procedures;
- Common medical emergencies in a dental office;
- Common dental emergencies;
- Safe transport and transfer of patients;
- Emergency procedures in response to workplace accidents;
- Roles and responsibilities of the dental office employer and employee;
- The role of the injury and illness prevention program of the dental office;
- The reporting process for workplace injuries including exposure incidents; and
- Maintenance of safe and healthy work environments.

In the area of New and Emerging Technologies, the program shall integrate throughout the didactic and laboratory performance components of the curriculum, the following content as required by 16 CCR 1070.2(i)(10):

- Advancements in dental instruments and equipment;
- Advanced and emerging dental materials and products;

- Procedures and techniques that incorporate emerging technology used in the workplace; and
- Procedures and techniques related to dental specialties including, but not limited to, prosthodontics, orthodontics, and endodontics.

**Exhibit #17 Extramural Dental Facility Affiliation Agreement:**

Please provide a copy of the written affiliation agreement between the program and all of the program’s chosen extramural sites as required by 16 CCR 1070.2(j)(4).

**Exhibit #18 Extramural Facility Education Plan:**

Describe the process for selecting the extramural facility or facilities, if any, and of evaluating the student’s competence before during and after the clinical assignment as required by 16 CCR 1070(k)(3). Clinical instruction shall be provided under the direct supervision of a licensed dentist and may be completed in an extramural dental facility as defined in Cal. Code Regs., Title 16, Section 1070.1(c).

Describe the process for planning, approving, supervising, and evaluating the student’s clinical experience at the extramural facility as required by 16 CCR 1070.2(j)(4)(A) – (F).

**Optional Attachment #1**

Does the program enroll students using an open entry model?

Yes \_\_\_\_ No \_\_\_\_

If the answer to this question is yes, describe the process and course pathway the students enroll in. If admitted in phases or modules or open entry, explain how the program provides that at minimum, students receive basic prerequisite instruction in tooth dental anatomy, tooth numbering, emergencies, first-aid and safety precautions, infection control, Occupational Health and Safety Administration (OSHA) and sterilization protocols prior to instruction in any other area of the program’s curriculum. Such prerequisite instruction shall consist of no less than 100 hours of direct, live, interactive didactic instruction, and shall occur prior to performances or activities involving patients including student partners as required by 16 CCR 1070.2(h)(4).





## NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR REGISTERED DENTAL ASSISTANT EDUCATIONAL PROGRAMS

To maintain approval by the Board, the Program Director of each Registered Dental Assistant (RDA) educational program that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.2 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a program will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board.

I, \_\_\_\_\_ (Enter Name),

Program Director for \_\_\_\_\_ (Enter Full Name of Educational Institution or Program) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Registered Dental Assistant (RDA) educational programs, including Sections 1070, 1070.1 and 1070.2 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution or program, and
- 3) That to the best of my knowledge, information and belief, the institution and its RDA programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.

Signature of Program Director \_\_\_\_\_

DATE \_\_\_\_\_

Printed Name of Program Director: \_\_\_\_\_

Name of Educational Institution or Program: \_\_\_\_\_

Address of Educational Institution or Program: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.2. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.



## Application for Pit and Fissure Sealant Course Provider Approval

### Instructions for Application Completion

1. **Fee.** A non-refundable application fee in the amount of \$300 payable to the Dental Board of California must be submitted with the application unless your course is accredited by the Office of Chancellor of the California Community Colleges.
2. **Number of Copies.** One original and one copy of the application and all required documents must be submitted. Printed materials shall be bound and indexed according to the Exhibit numbers defined in the application.
3. **Completion of Application.** Applicants are only required to submit Pages 2-4 of this application, and the accompanying exhibits. Pages 5-10 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials. An incomplete application will not be accepted and shall be returned with an explanation as to the missing elements of the application.
4. **Exhibits/Attachments.** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|  |           |                         |                      |              |  |
|--|-----------|-------------------------|----------------------|--------------|--|
| Date of Application:   |           | <b>STAFF USE ONLY</b>   |                      |              |  |
|  |           | File Number:            |                      | Date Log-In: |  |
|  |           | Receipt Number:         |                      |              |  |
| <b>Provider Information – Name and Location of Course or Program</b> |           |                         |                      |              |  |
| Name of School/Institution:  |           |                         |                      |              |  |
| Business Name:   |           |                         |                      |              |  |
| School Location/Street Address:                                      |           |                         |                      |              |  |
| Mailing Address (if applicable)                                      |           |                         |                      |              |  |
| Phone:   |           | Fax:                    |                      | Alt:         |  |
| Type of Accreditation (list agency):                                 |           |                         |                      |              |  |
| <b>Faculty and Administrative Information</b>                        |           |                         |                      |              |  |
| Name of Institutional President/Owner (if applicable):               |           |                         |                      |              |  |
| Contact Phone:   |           | email:                  |                      |              |  |
| Name of Program Director (required):                                 |           |                         |                      |              |  |
| Contact Phone:   |           | email:                  |                      |              |  |
| <b>Course Data – Length, Hours, and Enrollment Information</b>       |           |                         |                      |              |  |
| Indicate Max # Enrolled per Course start:                            |           |                         | Total Course Hours:  |              |  |
| Student Teacher Ratio:   | Didactic: | Laboratory/Preclinical: | Clinical Externship: |              |  |
| Breakdown of Program Hours:  | Didactic: | Laboratory/Preclinical: | Clinical Externship: |              |  |

Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit   | Initials of Submitter | Page Number |
|--|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>              |                       |             |
| Course Director Qualification<br><b>Exhibit #2</b>       |                       |             |
| Facilities and Operatories Diagrams<br><b>Exhibit #3</b> |                       |             |
| Emergency Equipment<br><b>Exhibit #4</b>                 |                       |             |
| Emergency Protocols<br><b>Exhibit #5</b>                 |                       |             |
| Course Syllabus<br><b>Exhibit #6</b>                     |                       |             |
| Certificate of Completion:<br><b>Exhibit #7</b>          |                       |             |
| Prerequisites<br><b>Exhibit #8</b>                       |                       |             |
| Equipment List<br><b>Exhibit #9</b>                      |                       |             |
| Infection Control Protocols<br><b>Exhibit #10</b>        |                       |             |
| Course Completion<br><b>Exhibit #11</b>                  |                       |             |
| Curriculum<br><b>Exhibit #12</b>                         |                       |             |
| Evaluation Criteria<br><b>Exhibit #13</b>                |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director

Date

---

Signature of Course Owner

Date

**I certify that I will be responsible for the compliance of the course with the laws governing dental assisting courses and programs approved by the Dental Board of California.**

---

Signature of Course Director

Date

DRAFT

The following pages contain additional information on the information on the required elements necessary for a complete submission for the exhibits as well as sample of selected exhibits.

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 2-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(1)(C);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(1)(A);
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(1)(B) (current résumés or biosketch demonstrating compliance with the above regulatory sections of all faculty are sufficient);
- Documentation of all faculty certifications in basic life support (BLS) for healthcare professionals as required by, 16 CCR 1070(d)(1)(D).

**Exhibit #2 Course Director Qualifications:**

Provide documentation that the program director meets the requirements outlined at, 16 CCR 1070(e), including the designated hours, roles, and responsibilities of the program director, e.g. a resume, license, coursework certificates and job description.

Course Directors must:

- Possess a valid, active California license to practice dentistry or registered dental assisting or registered dental assisting in extended functions for at least two years immediately preceding any provision of course instruction; or possess a valid, active California license to practice as a registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions which was issued on or before December 31, 2005;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment;
- Prior to instruction, or within six months of initial hire, complete two hours of educational methodology unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching

Credential, or, a valid Community College Teaching Credential.

Attach a narrative description of the Course Director responsibilities demonstrating that the Director actively participates in and is responsible for the following, as required by 16 CCR 1070(e)(1):

- The implementation and maintenance of all applicable statutory and regulatory requirements;
- Ensuring all faculty and instructional staff complete or show evidence of completion of educational methodology courses equaling two hours of training prior to instruction, or within six months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential;
- Maintaining for a period of not less than five years copies of curricula, program outlines, course goals and objectives, grading criteria, copies of faculty/staff credentials, licenses, and certificates, and individual student records, including those necessary to establish satisfactory completion of the course;
- Informing the Board of any major change to the course including without limitation, changes to course content, physical facilities including the use of extramural facilities, faculty or instructional staff, ownership, or intent to conclude business operations within 10 days of the change; and
- Ensuring all faculty and staff are calibrated in curriculum, instructional methods and grading criteria at least once per semester, quarter, or other regular interval instruction period used by the program.

**Exhibit #3 Facilities and Operatories Diagram:**

Provide a diagram of the instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g) and 16 CCR 1070.3(e)(2), e.g., a blueprint or hand-drawing that includes all areas available to students for didactic, lab, and clinical instruction.

Provide a diagram of the operatory including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as outlined in 16 CCR 1070(g)(3)(C).

**Exhibit #4 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) must be readily accessible and fully functional.

Emergency equipment must include oxygen delivery systems and first aid kits at a minimum. Emergency equipment must be readily accessible and fully functional within the areas of instruction.

**Exhibit #5 Emergency Protocols**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #6 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student's name; the provider name; the provider's location; the provider's approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a statement that states: "All of the information contained on this certificate is truthful and accurate."; and a statement on each certification that states: "This Certificate of Completion does not constitute authorization for the attendee to perform any services that the attendee is not legally authorized to perform based on the attendee's license or permit type." as required by 16 CCR 1070(m).

**Exhibit #7 Course Syllabus:**

Provide a copy of the syllabus for each course which contains the following as required by 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;
- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.



**Exhibit #8 Prerequisites:**

Attach documentation that the course requires that all students complete the course prerequisites prior to acceptance into the course as required by 16 CCR 1070.3(d)(1).

Course Prerequisites: Current certification in basic life support, completion of an eight (8) hour Board-approved course in infection control, and a two hour Board-approved course in the Act.

**Exhibit #9 Equipment List:**

Attach a list of all equipment, supplies and materials for instruction in the application of pit and fissure sealants provided to students as required by 16 CCR 1070.3(e)(1).

**Exhibit #10 Infection Control Protocols:**

Attach documentation demonstrating that all disinfection and sterilization procedures specified in 16 CCR 1005 are incorporated into course content and followed during all laboratory, simulated clinical, and clinical experiences as required by 16 CCR 1070.3(e)(3) (i.e., course rules, signage, course curriculum documents, etc).

**Exhibit #11 Course Completion:**

Attach a narrative demonstrating that students are required to pass a practical examination in which the students complete pit and fissure applications on: no less than 16 teeth total; no less than four (4) laboratory applications; no less than four (4) applications on simulation devices; no less than eight (8) clinical applications on live patients; no less than two live patients, as required by 16 CCR 1070.3(g)(5).

**Exhibit #12 Curriculum:**

Attach documentation demonstrating that the course curriculum contains the areas of instruction set forth in 16 CCR 1070.3(h) and meets the instructional requirements set forth in 16 CCR 1070.3(i).

Didactic Instruction shall include the following as they relate to Dental Science, Oral Anatomy, Histology, Physiology, Oral Pathology, Normal and Abnormal Anatomical and Physiological Tooth Descriptions:

- Morphology
- Dental Materials
- Sealant Basics:
  - Legal requirements
  - Description and goals of sealants
  - Indications and contraindications
  - Role in preventive programs

- Use of caries identification devices and materials
- Sealant Materials and Caries Identification Devices:
  - Etchant and/or etchant/bond combination material composition, process, storage, and handling
  - Sealant material composition, polymerization type, process, storage, and handling
  - Armamentaria for etching and sealant application
  - Problem solving for etchant and sealant material placement/manipulation
  - Armamentaria for caries identification
- Sealant Criteria:
  - Areas of application
  - Patient indication and contraindication factors
  - Caries identification protocols
- Preparation Factors:
  - Moisture control protocol
- Tooth/teeth preparation procedures prior to etching or etchant/bond
- Recording of caries identification devices or materials
- Acid Etching or Etchant/Bond Combination:
  - Material preparation
  - Application areas
  - Application time factors
  - Armamentaria
  - Procedure
  - Etchant or etchant/bond evaluation criteria
- Sealant Application:
  - Application areas
  - Application time factors
  - Armamentaria
  - Procedure for chemical cure and light cure techniques
  - Sealant evaluation criteria
  - Sealant adjustment technique
- Infection control protocols
- Clinical re-call re-evaluation protocols

Laboratory, Simulated-Clinical, and Clinical Instruction must meet the following requirements:

- Students shall be provided with established written competencies identifying specific objective evaluation criteria and performance objectives for all evaluated experiences. An experience has been successfully completed only if each sealant placed meets or exceeds all stated performance criteria.
- Upon completion of all didactic instruction, students shall complete the following competency evaluated experiences:
  - Laboratory experiences may be conducted on a typodont and/or mounted extracted teeth. Sufficient time shall be available for students to demonstrate minimum

- competency on both posterior and anterior teeth.
- Sufficient time shall be available for students to demonstrate competency in performing the applications required under Section 1070.3(g)(5).
- Each patient shall undergo a caries identification procedure performed by the student as part of the evaluated experience. Each tooth selected for clinical experience shall be sufficiently erupted to maintain a dry field for application of sealant materials.

**Exhibit #13 Evaluation Criteria:**

Attach the written competencies identifying specific objective evaluation criteria and performance objectives for all evaluated experiences performed by students as required by 16 CCR 1070.3(i)(2). As required by 16 CCR 1070(i)(8) the evaluation criteria must also state the following:

- The minimum number of satisfactory performances in each evaluated area necessary for program or course success 16 CCR 1070(i)(8)(B); and
- The minimum standards for performance in each evaluated area, the grading criteria, and the protocols or procedures that may cause the student to fail the task or procedure 16 CCR 1070(i)(8)(C).
- Specific performance objectives and the evaluation criteria used for all assessments of laboratory, preclinical and clinical experiences 16 CCR 1070(j)(8)(A).



**NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR  
 PIT AND FISSURE SEALANT COURSES**

To maintain approval by the Board, the Course Provider of each Pit and Fissure Sealant course that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.3 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a course will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board. Certificates of Completion issued by educational course providers not meeting Notice submission requirements will not be recognized by the Board.

I, \_\_\_\_\_ (Enter Name),

Course Provider for \_\_\_\_\_ (Enter Full Name of Educational Institution, Organization, or Course Provider) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Coronal Polishing courses, including Sections 1070, 1070.1 and 1070.3 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution, organization, or course provider, and
- 3) That to the best of my knowledge, information and belief, the institution, organization, or course provider and its programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.

Signature of Course Provider \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name of Course Provider: \_\_\_\_\_

Name of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Address of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.3. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815

P (916) 263-2300 | F (916) 263-2140 | [www.dbc.ca.gov](http://www.dbc.ca.gov)



**Application for Coronal Polish Course Provider  
Approval**

**Instructions for Application Completion**

1. **Fee:** A non-refundable application fee in the amount of \$300 payable to the Dental Board of California must be submitted with the application.
2. **Number of Copies:** One original and one copy of the application and all required documents must be submitted. Printed materials should be bound and indexed according to the Exhibit numbers defined in the application.
3. **Completion of Application:** Applicants are only required to submit Pages 2-4 of this application, and the accompanying exhibits. Pages 5-11 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials. An incomplete application will not be accepted and shall be returned with an explanation as to the missing elements of the application.
4. **Exhibits/Attachments:** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|  |           |                       |                      |              |  |
|--|-----------|-----------------------|----------------------|--------------|--|
| Date of Application:   |           | <b>STAFF USE ONLY</b> |                      |              |  |
|  |           | File Number:          |                      | Date Log-In: |  |
|  |           | Receipt Number:       |                      |              |  |
| <b>Provider Information – Name and Location of Course or Program</b> |           |                       |                      |              |  |
| Name of School/Institution:  |           |                       |                      |              |  |
| Business Name:   |           |                       |                      |              |  |
| School Location/Street Address:                                      |           |                       |                      |              |  |
| Mailing Address (if applicable)                                      |           |                       |                      |              |  |
| Phone:   |           | Fax:                  |                      | Alt:         |  |
| Type of Accreditation (list agency):                                 |           |                       |                      |              |  |
| <b>Faculty and Administrative Information</b>                        |           |                       |                      |              |  |
| Name of Institutional President/Owner (if applicable):               |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| Name of Program Director (required):                                 |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| <b>Course Data – Length, Hours, and Enrollment Information</b>       |           |                       |                      |              |  |
| Indicate Max # Enrolled per Course:                                  |           |                       | Total Course Hours:  |              |  |
| Student Teacher Ratio:   | Didactic  | Lab/Preclinical       | Clinical Externship  |              |  |
| Breakdown of Course Hours:   | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |

Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit   | Initials of Submitter | Page Number |
|--|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>              |                       |             |
| Course Director Qualification<br><b>Exhibit #2</b>       |                       |             |
| Facilities and Operatories Diagrams<br><b>Exhibit #3</b> |                       |             |
| Infection Control Protocols<br><b>Exhibit # 4</b>        |                       |             |
| Emergency Protocols<br><b>Exhibit # 5</b>                |                       |             |
| Emergency equipment<br><b>Exhibit #6</b>                 |                       |             |
| Course Syllabus<br><b>Exhibit #7</b>                     |                       |             |
| Certificate of Completion:<br><b>Exhibit #8:</b>         |                       |             |
| Prerequisites<br><b>Exhibit #9</b>                       |                       |             |
| Equipment List<br><b>Exhibit #10</b>                     |                       |             |
| Evaluation Criteria<br><b>Exhibit #11</b>                |                       |             |
| Curriculum<br><b>Exhibit #12</b>                         |                       |             |
| Course Completion<br><b>Exhibit #13</b>                  |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director Date

---

Signature of Course Owner Date

**I certify that I will be responsible for the compliance of the course director with the laws governing dental assisting courses and programs approved by the Dental Board of California.**

---

Signature of Course Director Date

DRAFT



The following pages contain additional information on the information on the required elements necessary for a complete submission for the exhibits as well as sample of selected exhibits.

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 2-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(1)(C);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(1)(A);
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(1)(B) (current resumes or biosketch demonstrating compliance with the above regulatory sections of all faculty are sufficient); and
- Documentation of all faculty certifications in basic life support (BLS) for healthcare professionals as required by, 16 CCR 1070(d)(1)(D).

**Exhibit #2 Course Director Qualifications:**

Provide documentation that the course director meets the requirements outlined at 16 CCR 1070(e), including the designated hours, roles, and responsibilities of the program director, e.g. a resume, license, coursework certificates, and job description.

As required by 16 CCR 1070(e)(1), Course Directors must:

- Possess a valid, active California license to practice dentistry or registered dental assisting or registered dental assisting in extended functions for at least two years immediately preceding any provision of course instruction; or possess a valid, active California license to practice as a registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions which was issued on or before December 31, 2005;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment; and
- Prior to instruction, or within six months of initial hire, complete two hours of educational methodology unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential.

Attach a narrative description of the Course Director responsibilities demonstrating that the Director actively participates in and is responsible for the following, as required by 16 CCR 1070(e)(1):

- The implementation and maintenance of all applicable statutory and regulatory requirements;
- Ensuring all faculty and instructional staff complete or show evidence of completion of educational methodology courses equaling two hours of training prior to instruction, or within six months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential;
- Maintaining for a period of not less than five years copies of curricula, program outlines, course goals and objectives, grading criteria, copies of faculty/staff credentials, licenses, and certificates, and individual student records, including those necessary to establish satisfactory completion of the course;
- Informing the Board of any major change to the course including without limitation, changes to course content, physical facilities including the use of extramural facilities, faculty or instructional staff, ownership, or intent to conclude business operations within 10 days of the change; and
- Ensuring all faculty and staff are calibrated in curriculum, instructional methods and grading criteria at least once per semester, quarter, or other regular interval instruction period used by the program.

**Exhibit #3 Facilities and Operatories Diagrams:**

Provide a diagram of all instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g) e.g., a blueprint or hand-drawing that includes all areas available to students for didactic, lab, and clinical instruction.

Provide a diagram of the operatory (or operatories) including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as outlined in 16 CCR 1070(g)(3)(C).

**Exhibit #4 Infection Control Protocols:**

Attach documentation demonstrating that the infection control equipment and protocols specified in 16 CCR 1005 are incorporated into course content as required by 16 CCR 1070(g)(3)(F) and 16 CCR 1070.4(h)(5) (i.e., course rules, signage, course curriculum documents, etc).

**Exhibit #5 Emergency Protocols:**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #6 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) must be readily accessible and fully functional.

Emergency equipment must include oxygen delivery systems and first aid kits at a minimum.

**Exhibit #7 Course Syllabus:**

Provide a copy of the syllabus for each course which contains the following as required by 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;
- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.

**Exhibit #8 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student's name; the provider name; the provider's location; the provider's approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a statement that states: "All of the information contained on this certificate is truthful and accurate."; and a statement on each certification that states: "This Certificate of Completion does not constitute authorization for the attendee to perform any services

that the attendee is not legally authorized to perform based on the attendee's license or permit type." as required by 16 CCR 1070(m).

**Exhibit #9 Prerequisites:**

Attach documentation that the course requires that all students complete the course prerequisites prior to acceptance into the course as required by 16 CCR 1070.4(d)(1).

Course Prerequisites: current certification in basic life support, completion of an eight (8) hour Board-approved course in infection control, and a two-hour Board-approved course in the Act.

**Exhibit #10 Equipment List:**

Attach a list of all equipment, supplies and materials for instruction in coronal polish provided to students as required by 16 CCR 1070.4(e) and 16 CCR 1070.4(i)(3)(A).

As required by 16 CCR 1070.4(i)(3)(A), laboratory experiences shall be conducted on a typodont which is mounted and has a fully articulated jaw.

**Exhibit #11 Evaluation Criteria:**

Attach the written competencies identifying specific objective evaluation criteria and performance objectives for all evaluated experiences performed by students as required by 16 CCR 1070.4(g)(3).

**Exhibit #12 Curriculum:**

Attach documentation demonstrating that the course curriculum contains the areas of instruction set forth in 16 CCR 1070.4(h) and meets the instructional requirements set forth in 16 CCR 1070.4(i). Include the written examinations covering all areas of didactic instruction which shall be successfully completed by all students prior to preclinical instruction as required by 16 CCR 1070.4(h)(6)(A).

Didactic Instruction must include the following content areas as required by 16 CCR 1070.4(h):

- Coronal Polishing Basics:
  - Legal requirements;
  - Description and goals of coronal polishing;
  - Indications and contraindications of coronal polishing; and
  - Criteria for an acceptable coronal polish.

- Principles of plaque and stain formation:
    - Clinical description of plaque, intrinsic and extrinsic stains, and calculus;
    - Etiology of plaque and stain;
    - Clinical description of teeth that have been properly polished and are free of stain; and
    - Tooth morphology and anatomy of the oral cavity as they relate to polishing techniques and to retention of plaque and stain.
  - Polishing materials:
    - Polishing agent(s) composition, storage, and handling;
    - Abrasive material(s) composition, storage, and handling, and factors which affect rate of abrasion;
    - Disclosing agent composition, storage, and handling;
    - Armamentaria for disclosing and polishing techniques; and
    - Contraindications for disclosing and polishing techniques.
  - Principles of tooth polishing:
    - Clinical application of disclosing before and after a coronal polish;
    - Instrument grasps and fulcrum techniques;
  - Purpose and techniques of the mouth mirror for indirect vision and retraction;
  - Characteristics, manipulation and care of dental handpieces, mechanical devices, and rotary devices used when performing a coronal polish procedure;
  - Introduction of advanced technologies in coronal polishing including the use of air polishing devices and selective polishing procedures;
  - Use of traditional and contemporary polishing techniques, including selective polishing;
  - Techniques for coronal polishing of adults and children;
  - Procedures for cleaning fixed and removable prosthesis and orthodontic appliances;
  - Disclosing and polishing evaluation criteria; and
  - Pre-medication requirements for the compromised patient.
  - Infection control protocols
  - OSHA Bloodborne Pathogens Standards
- Successful completion of a written examination to include all areas of didactic instruction shall occur prior to pre-clinical instruction.

Upon completion of all didactic instruction, students shall complete the following competency evaluated experiences as required by 16 CCR 1070.3(i)(3):

- Laboratory experiences which shall be conducted on a typodont which is mounted and has a fully articulated jaw. Sufficient time shall be available for students to demonstrate minimum competency performing two laboratory experiences; or
  - Simulated clinical experiences which shall be conducted on a simulator or manikin device. Sufficient time shall be available for students to demonstrate minimum competency performing two simulated clinical experiences; and
  - Clinical experiences on three patients with two of the three)
- patients used for the clinical examination. The clinical experiences shall include one performance utilizing a selective polishing technique and one performance utilizing a full mouth polishing technique. Patient selection and evaluation shall follow all criteria established by the course. Careful consideration shall be given to utilizing selective polishing techniques on clinical patients possessing implants, orthodontic bands and brackets, or removable appliances.

**Exhibit #13 Course Completion:**

Attach a narrative demonstrating that upon completion of the course students will be able to perform following skills related to coronal polish, as required by 16 CCR 1070.4(j):

- Identify the major characteristics of oral anatomy, histology, physiology, oral pathology, normal/abnormal anatomical and physiological tooth descriptions, morphology and microbiology as they relate to coronal polishing;
- Explain the procedure to patients;
- Recognize decalcification and mottled enamel;
- Identify plaque, calculus and stain formation within the oral cavity;
- Identify the indications and contraindications for disclosing and coronal polishing;
- Recognize advanced technologies in coronal polishing including the use of air polishing devices and selective polishing procedures;

- Utilize proper armamentaria in an organized sequence for disclosing and polishing;
- Perform plaque disclosure;
- Demonstrate the proper instrument grasp, fulcrum position, and cheek/tongue retraction;
- Utilize both full mouth and selective polishing techniques;
- Demonstrate proper polishing techniques using traditional and contemporary mechanical devices;
- Demonstrate the use of floss, tape, and abrasive strips when appropriate;
- Demonstrate techniques for cleaning fixed and removal prosthesis and orthodontic appliances;
- Maintain aseptic techniques including disposal of contaminated material; and
- Identify the pre-medications for the compromised patient.



**NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR  
 CORONAL POLISHING COURSES**

To maintain approval by the Board, the Course Provider of each Coronal Polishing course that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.4 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a course will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board. Certificates of Completion issued by educational course providers not meeting Notice submission requirements will not be recognized by the Board.

I, \_\_\_\_\_ (Enter Name),

Course Provider for \_\_\_\_\_ (Enter Full Name of Educational Institution, Organization, or Course Provider) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Coronal Polishing courses, including Sections 1070, 1070.1 and 1070.4 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution, organization, or course provider, and
- 3) That to the best of my knowledge, information and belief, the institution, organization, or course provider and its programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.

Signature of Course Provider \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name of Course Provider: \_\_\_\_\_

Name of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Address of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.4. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.





## Application for Orthodontic Ultrasonic Scaler Course Provider Approval

### Instructions for Application Completion

1. **Fee:** A non-refundable application fee in the amount of \$300 payable to the Dental Board of California must be submitted with the application.
2. **Number of Copies:** One original and one copy of the application and all required documents must be submitted. Printed materials should be bound and indexed according to the Exhibit numbers defined in the application.
3. **Completion of Application:** Applicants are only required to submit Pages 2-4 of this application, and the accompanying exhibits. Pages 5-10 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials. An incomplete application will not be accepted and shall be returned with an explanation as to the missing elements of the application.
4. **Exhibits/Attachments:** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|  |           |                       |                      |              |  |
|--|-----------|-----------------------|----------------------|--------------|--|
| Date of Application:   |           | <b>STAFF USE ONLY</b> |                      |              |  |
|  |           | File Number:          |                      | Date Log-In: |  |
|  |           | Receipt Number:       |                      |              |  |
| <b>Provider Information – Name and Location of Course or Program</b> |           |                       |                      |              |  |
| Name of School/Institution:  |           |                       |                      |              |  |
| Business Name:   |           |                       |                      |              |  |
| School Location/Street Address:                                      |           |                       |                      |              |  |
| Mailing Address (if applicable)                                      |           |                       |                      |              |  |
| Phone:   |           | Fax:                  |                      | Alt:         |  |
| Type of Accreditation (list agency):                                 |           |                       |                      |              |  |
| <b>Faculty and Administrative Information</b>                        |           |                       |                      |              |  |
| Name of Institutional President/Owner (if applicable):               |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| Name of Course Director (required):                                  |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| <b>Course Data – Length, Hours, and Enrollment Information</b>       |           |                       |                      |              |  |
| Indicate Max # Enrolled per start:                                   |           |                       | Total Course Hours:  |              |  |
| Student Teacher Ratio:   | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |
| Breakdown of Course Hours:   | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |

Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit   | Initials of Submitter | Page Number |
|--|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>              |                       |             |
| Course Director Qualification<br><b>Exhibit #2</b>       |                       |             |
| Facilities and Operatories Diagrams<br><b>Exhibit #3</b> |                       |             |
| Emergency Equipment<br><b>Exhibit #4</b>                 |                       |             |
| Emergency Protocols<br><b>Exhibit #5</b>                 |                       |             |
| Course Syllabus<br><b>Exhibit #6</b>                     |                       |             |
| Certificate of Completion:<br><b>Exhibit #7</b>          |                       |             |
| Prerequisites<br><b>Exhibit #8</b>                       |                       |             |
| Equipment List<br><b>Exhibit #9</b>                      |                       |             |
| Infection Control Protocols<br><b>Exhibit #10</b>        |                       |             |
| Evaluation Criteria<br><b>Exhibit #11</b>                |                       |             |
| Curriculum<br><b>Exhibit #12</b>                         |                       |             |
| Course Completion<br><b>Exhibit #13</b>                  |                       |             |
| Optional Attachment #1                                   |                       |             |
| Optional Attachment #2                                   |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director

Date

---

Signature of Course Owner

Date

**I certify that I will be responsible for the compliance of the course with the laws governing dental assisting courses and programs approved by the Dental Board of California.**

---

Signature of Course Director

Date

DRAFT

The following pages contain additional information on the information on the required elements necessary for a complete submission for the exhibits as well as sample of selected exhibits.

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 2-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(1)(C);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(1)(A);
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(1)(B) (current resumes or biosketch demonstrating compliance with the above regulatory sections of all faculty are sufficient); and
- Documentation of all faculty certifications in basic life support (BLS) for healthcare professionals as required by, 16 CCR 1070(d)(1)(D).

**Exhibit #2 Course Director Qualifications:**

Provide documentation that the course director meets the requirements outlined at 16 CCR 1070(e), including the designated hours, roles, and responsibilities of the course director, e.g. a resume, license, coursework certificates and job description.

As required by 16 CCR 1070(e)(1), Course Directors must:

- Possess a valid, active California license to practice dentistry or registered dental assisting or registered dental assisting in extended functions for at least two years immediately preceding any provision of course instruction; or possess a valid, active California license to practice as a registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions which was issued on or before December 31, 2005;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment; and
- Prior to instruction, or within six months of initial hire, complete two hours of educational methodology unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching

Credential, or, a valid Community College Teaching Credential.

Attach a narrative description of the Course Director responsibilities demonstrating that the Director actively participates in and is responsible for the following, as required by 1070(e)(1):

- The implementation and maintenance of all applicable statutory and regulatory requirements;
- Ensuring all faculty and instructional staff complete or show evidence of completion of educational methodology courses equaling two hours of training prior to instruction, or within six months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential;
- Maintaining for a period of not less than five years copies of curricula, course outlines, course goals and objectives, grading criteria, copies of faculty/staff credentials, licenses, and certificates, and individual student records, including those necessary to establish satisfactory completion of the course;
- Informing the Board of any major change to the course including without limitation, changes to course content, physical facilities including the use of extramural facilities, faculty or instructional staff, ownership, or intent to conclude business operations within 10 days of the change; and
- Ensuring all faculty and staff are calibrated in curriculum, instructional methods and grading criteria at least once per semester, quarter, or other regular interval instruction period used by the course.

**Exhibit #3 Facilities and Operatories Diagram:**

Provide a diagram of all instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g) e.g., a blueprint or hand-drawing that includes all areas available to students for didactic, lab, and clinical instruction.

Provide a diagram of the operatory (or operatories) including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as outlined in 16 CCR 1070(g)(3)(C).

**Exhibit #4 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) must be readily accessible and fully functional.

Emergency equipment must include oxygen delivery systems and first aid kits at a minimum.

**Exhibit #5 Emergency Protocols:**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #6 Course Syllabus:**

Provide a copy of the syllabus for each course which contains the following and required by 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;
- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.

**Exhibit #7 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student's name; the provider name; the provider's location; the provider's approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a statement that states: "All of the information contained on this certificate is truthful and accurate."; and a statement on each certification that states: "This Certificate of Completion does not constitute authorization for the attendee to perform any services that the attendee is not legally authorized to perform based on the attendee's license or permit type." as required by 16 CCR 1070(m).

**Exhibit #8 Prerequisites**

Attach documentation that the course requires that all students complete the course prerequisites prior to acceptance into the course as required by 16 CCR 1070.5(d)(1).

Course Prerequisites: Current Registered Dental Assistant License or Orthodontic Assistant Permit.

**Exhibit #9 Equipment List:**

Attach a list demonstrating that the course provides adequate supplies, materials and provisions for instruction in ultrasonic scaling and cement removal to students as required by 16 CCR 1070.5(e)(1) – (2) and (4).

**Exhibit #10 Infection Control Protocols:**

Attach documentation demonstrating that the infection control equipment and protocols specified in 16 CCR 1005 are incorporated into course content and followed during all laboratory experiences as required by 16 CCR 1070.5(e)(3) (i.e., course rules, signage, course curriculum documents, etc.).

**Exhibit #11 Evaluation Criteria:**

Attach the written competencies identifying specific objective evaluation criteria and performance objectives for all evaluated experiences performed by students as required by 16 CCR 1070.5(g)(5).

As required by 16 CCR 1070(i)(8), the evaluation criteria must also state the following:

- The minimum number of satisfactory performances in each evaluated area necessary for program or course success 16 CCR 1070(i)(8)(B); and
- The minimum standards for performance in each evaluated area, the grading criteria, and the protocols or procedures that may cause the student to fail the task or procedure as required by 16 CCR 1070.5(i)(8)(C).

**Exhibit 12 Curriculum:**

Attach documentation demonstrating that the course curriculum contains the areas of instruction set forth in 16 CCR 1070.5(h).

Didactic Instruction shall include, at a minimum, the following areas of instruction as they relate to ultrasonic scaling for cement removal:

- Ultrasonic Scaling Basics:
  - Legal requirements;
  - Description and goals of ultrasonic scaling;



- Indications and contraindications of using an ultrasonic scaler as it relates to methods of cement removal;
- Criteria for acceptable cement removal from orthodontically banded teeth;
- Tooth anatomy as it relates to the use and technique of an ultrasonic scaler in cement removal of orthodontically banded teeth;
- Armamentarium and equipment use and care; and
- Principles of cement removal from orthodontically banded teeth:
  - Characteristics of ultrasonic scaler units and tips for cement removal;
  - Instrument grasps and fulcrum techniques;
  - Purpose and techniques of the mouth mirror for indirect vision and retraction;
  - Characteristics, manipulation, and care of ultrasonic scaler unit when removing excess cement from orthodontically banded teeth;
  - Effects of ultrasonic scalers on hard and soft tissue including root damage, enamel damage, thermal damage, and soft tissue damage;
  - Patient and operator safety including systemic medical complications and managing patients with pacemakers;
  - Use of adjunct material for removal of excess cement from orthodontically banded teeth;
  - Techniques for removal of excess cement from orthodontically banded teeth on a banded typodont; and
  - Evaluation criteria for removal of excess cement by an ultrasonic scaler on a banded typodont.

**Exhibit #13 Course Completion:**

Attach a narrative demonstrating that upon completion of the course students will be able to perform following skills, as required by 16 CCR 1070.5(j):

- Identify the major characteristics of oral anatomy, histology, physiology, oral pathology, normal/abnormal anatomical and physiological tooth descriptions, morphology and microbiology as they relate to the use of an ultrasonic scaler in the removal of cement from orthodontic bands;
- Describe the necessary aspects of pre-operative instructions to patients;
- Recognize loose appliances;
- Recognize decalcification and mottled enamel;
- Identify the indications and contraindications of using an

ultrasonic scaler as it relates to other methods of cement removal;

- Identify pre-medications for the compromised patient;
- Utilize proper armamentaria in an organized sequence for the use of an ultrasonic scaler in cement removal on an orthodontically banded typodont;
- Demonstrate, on an orthodontically banded typodont, the proper instrument grasp, fulcrum position, and cheek/tongue retraction;
- Demonstrate the proper techniques for removal of cement from teeth under orthodontic treatment without causing

damage to hard or soft tissues, removing cement from underneath appliances, or loosening appliances;

- Maintain aseptic techniques including disposal of contaminated materials;
- Each student shall pass a written examination which reflects the entire curriculum content; and
- Each student shall pass a laboratory examination on two orthodontically banded typodonts which represent all four quadrants which have been banded using cementation product(s) easily visible to the operator.



**NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR  
 ORTHODONTIC ULTRASONIC SCALING COURSES**

To maintain approval by the Board, the Course Provider of each Ultrasonic Scaling Stand-Alone Course that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.5 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a course will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board. Certificates of Completion issued by educational course providers not meeting Notice submission requirements will not be recognized by the Board.

I, \_\_\_\_\_ (Enter Name),

Course Provider for \_\_\_\_\_ (Enter Full Name of Educational Institution, Organization, or Course Provider) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Ultrasonic Scaling Stand-Alone Courses, including Sections 1070, 1070.1 and 1070.5 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution, organization, or course provider, and
- 3) That to the best of my knowledge, information and belief, the institution, organization, or course provider and its programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.

Signature of Course Provider \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name of Course Provider: \_\_\_\_\_

Name of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Address of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.5. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815

P (916) 263-2300 | F (916) 263-2140 | [www.dbc.ca.gov](http://www.dbc.ca.gov)



**Application for Infection Control Course Provider  
Approval**

**Instructions for Application Completion**

1. **Fee:** A non-refundable application fee in the amount of \$300 payable to the Dental Board of California must be submitted with the application.
2. **Number of Copies:** One original and one copy of the application and all required documents must be submitted. Printed materials should be bound and indexed according to the Exhibit numbers defined in the application.
3. **Completion of Application:** Applicants are only required to submit Pages 2-4 of this application, and the accompanying exhibits. Pages 5-10 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials. An incomplete application will not be accepted and shall be returned with an explanation as to the missing elements of the application.
4. **Exhibits/Attachments:** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|  |           |                       |                      |              |  |
|--|-----------|-----------------------|----------------------|--------------|--|
| Date of Application:   |           | <b>STAFF USE ONLY</b> |                      |              |  |
|  |           | File Number:          |                      | Date Log-In: |  |
|  |           | Receipt Number:       |                      |              |  |
| <b>Provider Information – Name and Location of Course or Program</b> |           |                       |                      |              |  |
| Name of School/Institution:  |           |                       |                      |              |  |
| Business Name:   |           |                       |                      |              |  |
| School Location/Street Address:                                      |           |                       |                      |              |  |
| Mailing Address (if applicable)                                      |           |                       |                      |              |  |
| Phone:   |           | Fax:                  |                      | Alt:         |  |
| Type of Accreditation (list agency):                                 |           |                       |                      |              |  |
| <b>Faculty and Administrative Information</b>                        |           |                       |                      |              |  |
| Name of Institutional President/Owner (if applicable):               |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| Name of Course Director (required):                                  |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| <b>Course Data – Length, Hours, and Enrollment Information</b>       |           |                       |                      |              |  |
| Indicate Max # Enrolled per course:                                  |           |                       | Total Course Hours:  |              |  |
| Student Teacher Ratio:   | Didactic  | Lab/Preclinical       | Clinical Externship  |              |  |
| Breakdown of Course Hours:   | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |

Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit   | Initials of Submitter | Page Number |
|--|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>              |                       |             |
| Course Director Qualification<br><b>Exhibit #2</b>       |                       |             |
| Facilities and Operatories Diagrams<br><b>Exhibit #3</b> |                       |             |
| Infection Control Protocols<br><b>Exhibit # 4</b>        |                       |             |
| Emergency Equipment<br><b>Exhibit #5</b>                 |                       |             |
| Emergency Protocols<br><b>Exhibit #6</b>                 |                       |             |
| Course Syllabus<br><b>Exhibit #7</b>                     |                       |             |
| Certificate of Completion<br><b>Exhibit #8</b>           |                       |             |
| Equipment List<br><b>Exhibit #9</b>                      |                       |             |
| Curriculum<br><b>Exhibit #10</b>                         |                       |             |
| Evaluation Criteria<br><b>Exhibit #11</b>                |                       |             |
| Course Completion<br><b>Exhibit #12</b>                  |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director

Date

---

Signature of Course Owner

Date

**I certify that I will be responsible for the compliance of the course director with the laws governing dental assisting courses and programs approved by the Dental Board of California. I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director

Date

The following pages contain additional information on the information on the required elements necessary for a complete submission for the exhibits as well as sample of selected exhibits.

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 2-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(1)(C);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(1)(A);
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(1)(B) (current resumes or biosketch demonstrating compliance with the above regulatory sections of all faculty are sufficient); and
- Documentation of all faculty certifications in basic life support (BLS) for healthcare professionals as required by, 16 CCR 1070(d)(1)(D).

**Exhibit #2 Course Director Qualifications:**

Provide documentation that the course director meets the requirements outlined at 16 CCR 1070(e), including the designated hours, roles, and responsibilities of the course director, e.g. a resume, license, coursework certificates and job description.

As required by 16 CCR 1070(e)(1), Course Directors must:

- Possess a valid, active California license to practice dentistry or registered dental assisting or registered dental assisting in extended functions for at least two years immediately preceding any provision of course instruction; or possess a valid, active California license to practice as a registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions which was issued on or before December 31, 2005;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment; and
- Prior to instruction, or within six months of initial hire, complete two hours of educational methodology unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching



Credential, or, a valid Community College Teaching Credential.

Attach a narrative description of the Course Director responsibilities demonstrating that the Director actively participates in and is responsible for the following, as required by 16 CCR 1070(e)(1):

- The implementation and maintenance of all applicable statutory and regulatory requirements;
- Ensuring all faculty and instructional staff complete or show evidence of completion of educational methodology courses equaling two hours of training prior to instruction, or within six months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential;
- Maintaining for a period of not less than five years copies of curricula, course outlines, course goals and objectives, grading criteria, copies of faculty/staff credentials, licenses, and certificates, and individual student records, including those necessary to establish satisfactory completion of the course;
- Informing the Board of any major change to the course including without limitation, changes to course content, physical facilities including the use of extramural facilities, faculty or instructional staff, ownership, or intent to conclude business operations within 10 days of the change; and
- Ensuring all faculty and staff are calibrated in curriculum, instructional methods and grading criteria at least once per semester, quarter, or other regular interval instruction period used by the course.

**Exhibit #3 Facilities and Operatories Diagrams:**

Provide a diagram of all instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g) e.g., a blueprint or hand-drawing that includes all areas available to students for didactic, lab, and clinical instruction.

Provide a diagram of the operatory (or operatories) including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as outlined in 16 CCR 1070(g)(3)(C).

**Exhibit #4 Infection Control Protocols:**

Attach documentation demonstrating that the infection control equipment and protocols specified in 16 CCR 1005 are incorporated into course content and followed during all laboratory experiences as required by 16 CCR 1070(g)(3)(F) and 16 CCR 1070.6(e)(3) (i.e., course rules, signage, course curriculum documents, etc).

**Exhibit #5 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) must be readily accessible and fully functional.

Emergency equipment must include oxygen delivery systems and first aid kits at a minimum.

**Exhibit #6 Emergency Protocols:**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #7 Course Syllabus:**

Provide a copy of the syllabus for each course which contains the following as required by 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;
- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.

**Exhibit #8 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student's name; the provider name; the provider's location; the provider's approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a statement that states: "All of the information contained on this certificate is truthful and accurate."; and a statement on each certification that states: "This Certificate of Completion does not constitute authorization for the attendee to perform any services

that the attendee is not legally authorized to perform based on the attendee's license or permit type." as required by 16 CCR 1070(m) and 16 CCR 1070.6(k)

**Exhibit #9 Equipment List:**

Attach a list demonstrating that the course provides adequate supplies, materials and provisions for instruction in infection control to students as required by 16 CCR 1070.6(e)(1).

**Exhibit #10 Curriculum:**

Attach documentation demonstrating that the course curriculum contains the areas of instruction set forth in 16 CCR 1070.6(h) & (i).

**Didactic Instruction:** Areas of instruction shall include, at a minimum, the following as they relate to infection control:

- Cal/OSHA regulations (8 CCR 330-344.85) and the Board's Minimum Standards for Infection Control (16 CCR 1005);
- Basic dental science and microbiology as they relate to infection control in dentistry;
- Legal and ethical aspects of infection control procedures;
- Principles of modes of disease transmission and prevention;
- Principles, techniques, and protocols of hand hygiene, personal protective equipment, surface barriers and disinfection, sterilization, sanitation, and hazardous chemicals associated with infection control;
- Principles and protocols of sterilizer monitoring and the proper loading, unloading, storage, and transportation of instruments to work area;
- Principles and protocols associated with sharps management;
- Principles and protocols of infection control for laboratory areas;
- Principles and protocols of waterline maintenance;
- Principles and protocols of regulated and nonregulated waste management; and
- Principles and protocols related to injury and illness prevention, hazard communication, general office safety, exposure control, post-exposure requirements, and monitoring systems for radiation safety and sterilization systems.

Laboratory and Simulated Clinical Instruction: Upon completion of all didactic instruction, students shall demonstrate minimum competency in the following experiences in the laboratory or simulated-clinical environment:

- Hand hygiene procedures;
- Proper use and disposal of personal protective equipment;
- Proper processing of contaminated instrumentation from precleaning to sterilization;
- Operatory asepsis procedures to include precleaning, disinfection and proper use of barriers;
- Proper procedural steps in preparing cleaned instruments for sterilization, including packaging and wrapping;
- Knowledge of the use of biological spore testing materials;
- Proper protocols for the safe handling and disposal of biohazardous waste and sharps;
- Work practice controls relating to the disinfection of intraoral impressions, bite registrations and prosthetic appliances when prepared for manipulation in a lab; and
- Proper protocol for required maintenance of dental unit water lines and devices.

**Exhibit #11 Evaluation Criteria:**

Attach the written competencies identifying specific objective evaluation criteria and performance objectives for all evaluated experiences performed by students as required by 16 CCR 1070.6(i)(2). In addition, the written evaluation criteria must state:

- The minimum number of satisfactory performances in each evaluated area necessary for program or course success as required by 16 CCR 1070(i)(8)(B); and
- The minimum standards for performance in each evaluated area, the grading criteria, and the protocols or procedures that may cause the student to fail the task or procedure as required by 16 CCR 1070(i)(8)(C).

**Exhibit #12 Course Completion:**

Attach written examinations (as required by 16 CC 1070.6(g)(4)) and a narrative demonstrating that upon completion of the course students will be able to perform following skills, as required by 16 CCR 1070.6(j):

- Demonstrate knowledge of Cal/OSHA regulations (8 CCR 330-344.85) and the Board's Minimum Standards for Infection Control (16 CCR 1005);
- Demonstrate knowledge of basic dental sciences and microbiology as they relate to infection control in dentistry;
- Demonstrate knowledge of legal and ethical aspects of infection control procedures;
- Demonstrate knowledge of the principles of modes of disease transmission and prevention;
- Identify the principles, techniques, and protocols of hand hygiene, personal protective equipment, surface barriers and disinfection, sterilization, sanitation, and hazardous chemicals associated with infection control;
- Identify the principles and protocols of sterilizer monitoring and the proper loading, unloading, storage, and transportation of instruments to work area;
- Identify the principles and protocols associated with sharps management; and
- Discuss the principles and protocols related to injury and illness prevention, hazard communication, general office safety, exposure control, post-exposure requirements, and monitoring systems sterilization systems.



**NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR  
 INFECTION CONTROL COURSES**

To maintain approval by the Board, the Course Provider of each Infection Control Course that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.6 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a course will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board. Certificates of Completion issued by educational course providers not meeting Notice submission requirements will not be recognized by the Board.

I, \_\_\_\_\_ (Enter Name),

Course Provider for \_\_\_\_\_ (Enter Full Name of Educational Institution, Organization, or Course Provider) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Infection Control Courses, including Sections 1070, 1070.1 and 1070.6 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution, organization, or course provider, and
- 3) That to the best of my knowledge, information and belief, the institution, organization, or course provider and its programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.

Signature of Course Provider \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name of Course Provider: \_\_\_\_\_

Name of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Address of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.6. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.



## **Application for Orthodontic Assistant Course Provider Approval**

### **Instructions for Application Completion**

1. **Fee:** A non-refundable application fee in the amount of \$300 payable to the Dental Board of California must be submitted with the application.
2. **Number of Copies:** One original and one copy of the application and all required documents must be submitted. Printed materials should be bound and indexed according to the Exhibit numbers defined in the application.
3. **Completion of Application:** Applicants are only required to submit Pages 2-5 of this application, and the accompanying exhibits. Pages 6-10 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials. An incomplete application will not be accepted and shall be returned with an explanation as to the missing elements of the application.
4. **Exhibits/Attachments:** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|  |           |                       |                      |              |  |
|--|-----------|-----------------------|----------------------|--------------|--|
| Date of Application:   |           | <b>STAFF USE ONLY</b> |                      |              |  |
|  |           | File Number:          |                      | Date Log-In: |  |
|  |           | Receipt Number:       |                      |              |  |
| <b>Provider Information – Name and Location of Course or Program</b> |           |                       |                      |              |  |
| Name of School/Institution:  |           |                       |                      |              |  |
| Business Name:   |           |                       |                      |              |  |
| School Location/Street Address:                                      |           |                       |                      |              |  |
| Mailing Address (if applicable)                                      |           |                       |                      |              |  |
| Phone:   |           | Fax:                  |                      | Alt:         |  |
| Type of Accreditation (list agency):                                 |           |                       |                      |              |  |
| <b>Faculty and Administrative Information</b>                        |           |                       |                      |              |  |
| Name of Institutional President/Owner (if applicable):               |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| Name of Course Director (required):                                  |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| <b>Course Data – Length, Hours, and Enrollment Information</b>       |           |                       |                      |              |  |
| Indicate Max # Enrolled per Course start:                            |           |                       | Total Course Hours:  |              |  |
| Student Teacher Ratio:   | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |
| Breakdown of Course Hours:   | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |



Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit   | Initials of Submitter | Page Number |
|--|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>              |                       |             |
| Course Director Qualification<br><b>Exhibit #2</b>       |                       |             |
| Facilities and Operatories Diagrams<br><b>Exhibit #3</b> |                       |             |
| Infection Control Protocols<br><b>Exhibit #4</b>         |                       |             |
| Emergency Equipment<br><b>Exhibit #5</b>                 |                       |             |
| Emergency Protocols<br><b>Exhibit #6</b>                 |                       |             |
| Course Syllabus<br><b>Exhibit #7</b>                     |                       |             |
| Certificate of Completion:<br><b>Exhibit #8</b>          |                       |             |
| Course Prerequisites<br><b>Exhibit #9</b>                |                       |             |
| Equipment List<br><b>Exhibit #10</b>                     |                       |             |
| Curriculum<br><b>Exhibit #11</b>                         |                       |             |
| Evaluation Criteria<br><b>Exhibit #12</b>                |                       |             |
| Course Completion<br><b>Exhibit #13</b>                  |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director

Date

---

Signature of Course Owner

Date

**I certify that I will be responsible for the compliance of the course director with the laws governing dental assisting courses and programs approved by the Dental Board of California.**

---

Signature of Program Director

Date

DRAFT

The following pages contain additional information on the information on the required elements necessary for a complete submission for the exhibits as well as sample of selected exhibits.

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 2-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(1)(C);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(1)(A);
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(1)(B) (current resumes or biosketch demonstrating compliance with the above regulatory sections of all faculty are sufficient); and
- Documentation of all faculty certifications in basic life support (BLS) for healthcare professionals as required by, 16 CCR 1070(d)(1)(D).

**Exhibit #2 Course Director Qualifications:**

Provide documentation that the course director meets the requirements outlined at 16 CCR 1070(e), including the designated hours, roles, and responsibilities of the course director, e.g. a resume, license, coursework certificates and job description.

As required by 16 CCR 1070(e)(1), Course Directors must:

- Possess a valid, active California license to practice dentistry or registered dental assisting or registered dental assisting in extended functions for at least two years immediately preceding any provision of course instruction; or possess a valid, active California license to practice as a registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions which was issued on or before December 31, 2005;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment; and
- Prior to instruction, or within six months of initial hire, complete two hours of educational methodology unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching

Credential, or, a valid Community College Teaching Credential.

Attach a narrative description of the Course Director responsibilities demonstrating that the Director actively participates in and is responsible for the following, as required by 16 CCR 1070(e)(1):

- The implementation and maintenance of all applicable statutory and regulatory requirements;
- Ensuring all faculty and instructional staff complete or show evidence of completion of educational methodology courses equaling two hours of training prior to instruction, or within six months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential;
- Maintaining for a period of not less than five years copies of curricula, course outlines, course goals and objectives, grading criteria, copies of faculty/staff credentials, licenses, and certificates, and individual student records, including those necessary to establish satisfactory completion of the course;
- Informing the Board of any major change to the course including without limitation, changes to course content, physical facilities including the use of extramural facilities, faculty or instructional staff, ownership, or intent to conclude business operations within 10 days of the change; and
- Ensuring all faculty and staff are calibrated in curriculum, instructional methods and grading criteria at least once per semester, quarter, or other regular interval instruction period used by the course.

**Exhibit #3 Facilities and Operatories Diagrams:**

Provide a diagram of all instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g) e.g., a blueprint or hand-drawing that includes all areas available to students for didactic, lab, and clinical instruction.

Provide a diagram of the operatory (or operatories) including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as outlined in 16 CCR 1070(g)(3)(C).

**Exhibit #4 Infection Control Protocols:**

Attach documentation demonstrating that the infection control equipment and protocols specified in 16 CCR 1005 are incorporated into course content and followed during all laboratory simulated clinical and clinical experiences as required by 16 CCR 1070(g)(3)(F) and 16 CCR 1070.7(e)(4). (i.e., course rules, signage, course curriculum documents, etc)

**Exhibit #5 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) must be readily accessible and fully functional.

Emergency equipment must include oxygen delivery systems and first aid kits at a minimum.

**Exhibit #6 Emergency Protocols:**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #7 Course Syllabus:**

Provide a copy of the syllabus for each course which contains the following as required by 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;
- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.

**Exhibit #8 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student's name; the provider name; the provider's location; the provider's approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a

statement that states: “All of the information contained on this certificate is truthful and accurate.”; and a statement on each certification that states: “This Certificate of Completion does not constitute authorization for the attendee to perform any services that the attendee is not legally authorized to perform based on the attendee’s license or permit type.” as required by 16 CCR 1070(m) and 16 CCR 1070.7(k).

### **Exhibit #9 Prerequisites**

Attach documentation that the course requires that all students complete the course prerequisites prior to acceptance into the course as required by 16 CCR 1070.7(d)(1) & (2).

Course Prerequisites: Each student shall meet the requirements for application for licensure as a registered dental assistant and possess a minimum of 12 months’ work experience; or possess a current, active license as a registered dental assistant; and

Prior to enrollment, each student shall have completed an eight-hour Board-approved course in infection control, a two-hour Board-approved course in the Act and possess a current certification in basic life support issued by the American Heart Association or American Red Cross.

### **Exhibit #10 Equipment List:**

Attach a list demonstrating that the course provides adequate supplies, materials and provisions for instruction in infection control to students as required by 16 CCR 1070.7(e)(1).

In addition, the course shall provide banded or bonded orthodontic typodonts in the ratio of at least one for every four students, bench mount or dental chair mounted manikin head, curing light, regular typodont with full dentition and soft gingiva in the ratio of at least one for every four students, and a selection of orthodontic instruments and adjunct material for all of the procedures that orthodontic assistant permit holders are authorized to perform under BPC section 1750.3 , as required by 16 CCR 1070.7(e)(2).

### **Exhibit #11 Curriculum:**

Attach documentation demonstrating that the course curriculum contains the areas of instruction set forth in 16 CCR 1070.7(h) & (i).

Didactic Instruction: Areas of instruction shall include, at a minimum, the following as they relate to the orthodontic assistant permit, as well as instruction in basic background information on orthodontic practice. “Basic background information on orthodontic practice” means, for the purpose of course curriculum, the orthodontic treatment review,

charting, patient education and legal and infection control requirements as they apply to orthodontic practice:

- Archwire characteristics and their role in tooth movement.
- Introduction to orthodontic instrumentation, use and care.
- Procedures for placement of archwire previously adjusted by the dentist.
- Characteristics of contemporary ligature systems.
- Theory of band and bracket positioning.
- Characteristics of orthodontic bands; sizes, shapes, and functionality.
- Techniques for orthodontic banding, bracketing and removal, which shall include all of the following:
  - Armamentaria.
  - General principles of fitting and removing bands.
  - General principles of bracket positioning, bonding, adhesion, curing and removal including:
    - Characteristics and methods of bonding;
    - Bonding materials, techniques for use and cure time factors;
    - Direct and indirect bracket bonding techniques; and
    - Removal.
  - Characteristics of accessory devices: tubes, lingual sheaths, lingual cleats, and their role in orthodontic care.
  - Orthodontic cements and adhesive materials: classifications, armamentaria, and use.
  - Procedure for removal of bands and brackets after adhesion.

Simulated clinical experiences which shall be conducted on a simulator or manikin device. Sufficient time shall be available for students to demonstrate minimum competency performing two simulated clinical experiences in each of the following areas:

- Sizing, fitting, cementing, and removing orthodontic bands;
- Bracket positioning, bonding, curing, and removal of orthodontic brackets;
- Archwire placement and ligation; and
- Ultrasonic scaling for removal of orthodontic cement.

Clinical experiences which shall be conducted on three patients with two of the three patient experiences used for the clinical examination. The clinical experiences shall include three performances of the following:

- Sizing, fitting, cementing, and removing orthodontic bands;

- Bracket positioning, bonding, curing, and removal of orthodontic brackets; and
- Archwire placement and ligation.

**Exhibit #12 Evaluation Criteria:**

Attach the written competencies identifying specific objective evaluation criteria and performance objectives for all evaluated experiences performed by students as required by 16 CCR 1070.7(i)(2).

As required by 16 CCR 1070(i)(8), the evaluation criteria must also state the following:

- The minimum number of satisfactory performances in each evaluated area necessary for program or course success 16 CCR 1070(i)(8)(B); and
- The minimum standards for performance in each evaluated area, the grading criteria, and the protocols or procedures that may cause the student to fail the task or procedure 16 CCR 1070(i)(8)(C).

**Exhibit #13 Course Completion:**

Attach a narrative demonstrating that upon completion of the course students will be able to perform following skills, as required by 16 CCR 1070.7(j):

- Identify the various orthodontic wires and their purpose;
- Describe the necessary aspects of pre-operative instructions to patients;
- Recognize loose appliances.
- Recognize decalcification and mottled enamel;
- Identify the indications and contraindications of using an ultrasonic scaler as it relates to orthodontic cement removal;
- Utilize proper armamentaria in an organized sequence for cement removal on an orthodontically banded typodont;
- Demonstrate, on an orthodontically banded typodont, the proper instrument grasp, fulcrum position, and cheek/tongue retraction;
- Demonstrate the proper techniques for removal of cement from teeth under orthodontic treatment without causing damage to hard or soft tissues, removing cement from underneath appliances, or loosening appliances; and
- Maintain aseptic techniques including disposal of contaminated materials.





**NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR  
 ORTHODONTIC ASSISTANT PERMIT COURSES**

To maintain approval by the Board, the Course Provider of each Orthodontic Assistant Permit Course that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.7 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a course will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board. Certificates of Completion issued by educational course providers not meeting Notice submission requirements will not be recognized by the Board.

I, \_\_\_\_\_ (Enter Name),

Course Provider for \_\_\_\_\_ (Enter Full Name of Educational Institution, Organization, or Course Provider) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Orthodontic Assistant Permit Courses, including Sections 1070, 1070.1 and 1070.7 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution, organization, or course provider, and
- 3) That to the best of my knowledge, information and belief, the institution, organization, or course provider and its programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.

Signature of Course Provider \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name of Course Provider: \_\_\_\_\_

Name of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Address of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.7. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.



## **Application for Dental Sedation Assistant Course Provider Approval**

### **Instructions for Application Completion**

1. **Fee:** A non-refundable application fee in the amount of \$300 payable to the Dental Board of California must be submitted with the application.
2. **Number of Copies:** One original and one copy of the application and all required documents must be submitted. Printed materials should be bound and indexed according to the Exhibit numbers defined in the application.
3. **Completion of Application:** Applicants are only required to submit Pages 2-4 of this application, and the accompanying exhibits. Pages 5-16 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials. An incomplete application will not be accepted and shall be returned with an explanation as to the missing elements of the application.
4. **Exhibits/Attachments:** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|  |           |                       |                      |              |  |
|--|-----------|-----------------------|----------------------|--------------|--|
| Date of Application:   |           | <b>STAFF USE ONLY</b> |                      |              |  |
|  |           | File Number:          |                      | Date Log-In: |  |
|  |           | Receipt Number:       |                      |              |  |
| <b>Provider Information – Name and Location of Course or Program</b> |           |                       |                      |              |  |
| Name of School/Institution:  |           |                       |                      |              |  |
| Business Name:   |           |                       |                      |              |  |
| School Location/Street Address:                                      |           |                       |                      |              |  |
| Mailing Address (if applicable)                                      |           |                       |                      |              |  |
| Phone:   |           | Fax:                  |                      | Alt:         |  |
| Type of Accreditation (list agency):                                 |           |                       |                      |              |  |
| <b>Faculty and Administrative Information</b>                        |           |                       |                      |              |  |
| Name of Institutional President/Owner (if applicable):               |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| Name of Course Director (required):                                  |           |                       |                      |              |  |
| Contact Phone:   |           | email:                |                      |              |  |
| <b>Course Data – Length, Hours, and Enrollment Information</b>       |           |                       |                      |              |  |
| Indicate Max # Enrolled per course:                                  |           |                       | Total Course Hours:  |              |  |
| Student Teacher Ratio:   | Didactic  | Lab/Preclinical:      | Clinical Externship  |              |  |
| Breakdown of Course Hours:   | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |

Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit   | Initials of Submitter | Page Number |
|--|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>              |                       |             |
| Course Director Qualification<br><b>Exhibit #2</b>       |                       |             |
| Facilities and Operatories Diagrams<br><b>Exhibit #3</b> |                       |             |
| Infection Control Protocols<br><b>Exhibit #4</b>         |                       |             |
| Emergency Equipment<br><b>Exhibit #5</b>                 |                       |             |
| Emergency Protocols<br><b>Exhibit #6</b>                 |                       |             |
| Course Syllabus<br><b>Exhibit #7</b>                     |                       |             |
| Certificate of Completion:<br><b>Exhibit #8</b>          |                       |             |
| Course Prerequisites<br><b>Exhibit #9</b>                |                       |             |
| Equipment List<br><b>Exhibit #10</b>                     |                       |             |
| Course Completion<br><b>Exhibit #11</b>                  |                       |             |
| Curriculum<br><b>Exhibit #12</b>                         |                       |             |
| Examinations<br><b>Exhibit #13</b>                       |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director

Date

---

Signature of Course Owner

Date

**I certify that I will be responsible for the compliance of the course director with the laws governing dental assisting courses and programs approved by the Dental Board of California. I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director

Date

**The following pages contain additional information on the information on the required elements necessary for a complete submission for the exhibits as well as sample of selected exhibits.**

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 2-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(1)(C);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(1)(A);
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(1)(B) (current resumes or biosketch demonstrating compliance with the above regulatory sections of all faculty are sufficient); and
- Documentation of all faculty certifications in basic life support (BLS) for healthcare professionals as required by, 16 CCR 1070(d)(1)(D).

**Exhibit #2 Course Director Qualifications:**

Provide documentation that the course director meets the requirements outlined at 16 CCR 1070(e) & 1070.8(b)(1), including the designated hours, roles, and responsibilities of the course director, e.g. a resume, license, coursework certificates and job description.

As required by 16 CCR 1070(e)(1), Course Directors must:

- Possess a valid, active California license as a physician and surgeon, or a valid active license to practice dentistry or registered dental assisting or registered dental assisting in extended functions for at least two years immediately preceding any provision of course instruction; or possess a valid, active California license to practice as a registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions which was issued on or before December 31, 2005;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment; and
- Prior to instruction, or within six months of initial hire, complete two hours of educational methodology unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching

Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential.

- In addition to the requirements above, clinical instruction in a dental sedation assistant course shall be given under direct supervision of the course director, designated faculty member, or instructional staff member who shall be the holder of a valid, active, and current general

anesthesia or conscious sedation permit issued by the Board. Evaluation of the condition of a sedated patient shall remain the responsibility of the director, designated faculty member, or instructional staff member authorized to administer conscious sedation or general anesthesia, who shall be at the patient's chairside while conscious sedation or general anesthesia is being administered as required by 16 CCR 1070.8(b)(3)

Attach a narrative description of the Course Director responsibilities demonstrating that the Director actively participates in and is responsible for the following, as required by 16 CCR 1070(e)(1):

- The implementation and maintenance of all applicable statutory and regulatory requirements;
- Ensuring all faculty and instructional staff complete or show evidence of completion of educational methodology courses equaling two hours of training prior to instruction, or within six months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential;
- Maintaining for a period of not less than five years copies of curricula, course outlines, course goals and objectives, grading criteria, copies of faculty/staff credentials, licenses, and certificates, and individual student records, including those necessary to establish satisfactory completion of the course;
- Informing the Board of any major change to the course including without limitation, changes to course content, physical facilities including the use of extramural facilities, faculty or instructional staff, ownership, or intent to conclude business operations within 10 days of the change; and
- Ensuring all faculty and staff are calibrated in curriculum, instructional methods and grading criteria at least once per semester, quarter, or other regular interval instruction period used by the course.

**Exhibit #3 Facilities and Operatories Diagrams:**

Provide a diagram of all instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g) e.g., a blueprint or hand-drawing that includes all areas available to students for didactic, lab, and clinical instruction.

Provide a diagram of the operatory (or operatories) including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as outlined in 16 CCR 1070(g)(3)(C).

**Exhibit #4 Infection Control Protocols:**

Attach documentation demonstrating that the disinfection and sterilization procedures specified in 16 CCR 1005 are incorporated into course content and followed during all laboratory, simulated clinical and clinical experiences as required by 16 CCR 1070(g)(3)(F) and 16 CCR 1070.8(e)(6) (i.e., course rules, signage, course curriculum documents, etc).

**Exhibit #5 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) must be readily accessible and fully functional.

Emergency equipment must include oxygen delivery systems and first aid kits at a minimum.

**Exhibit #6 Emergency Protocols:**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #7 Course Syllabus:**

Provide a copy of the syllabus for each course which contains the following as required by 16 CCR 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;



- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.

**Exhibit #8 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student’s name; the provider name; the provider’s location; the provider’s approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a statement that states: “All of the information contained on this certificate is truthful and accurate.”; and a statement on each certification that states: “This Certificate of Completion does not constitute authorization for the attendee to perform any services that the attendee is not legally authorized to perform based on the attendee’s license or permit type.” as required by 16 CCR 1070(m) and 16 CCR 1070.8(s).

**Exhibit #9 Prerequisites:**

Attach documentation that the course requires that all students complete the course prerequisites prior to acceptance into the course as required by 16 CCR 1070.8(d)(1) & (2).

- Each student shall meet the requirements for application for licensure as a registered dental assistant and a minimum of 12 months’ work experience or possess a current, active license as a registered dental assistant.
- Prior to enrollment, each student shall have completed an eight-hour Board-approved course in infection control, a two-hour Board-approved course in the Act, and possess current certification in basic life support issued by the American Heart Association or American Red Cross.

**Exhibit #10 Equipment List:**

Attach a list demonstrating that the course provides adequate supplies, materials and provisions for instruction in infection control to students as required by 16 CCR 1070.8(e)(1).

As required by 16 CCR 1070.8(e)(2), the course shall provide the following equipment:

- one pulse oximeter for each six students;
- one AED or AED trainer;
- one capnograph or teaching device for monitoring of end tidal carbon dioxide (CO2);

- blood pressure cuff and stethoscope for each six students;
- one pretracheal stethoscope for each six students;
- one electrocardiogram machine,
- one automatic blood pressure/pulse measuring system/machine,
- one oxygen delivery system including oxygen tank;
- one IV start kit for each student;
- one venous access device kit for each student;
- IV equipment and supplies for IV infusions including hanging device infusion containers and tubing for each six students;
- one sharps container for each six students;
- packaged syringes, needles, needleless devices, practice fluid ampules and vials for each student;
- one stopwatch or timer with second hand for each six students;
- one heart/lung sounds manikin or teaching device;
- one tonsillar or pharyngeal suction tip,
- endotracheal tube forceps,
- endotracheal tube and appropriate connectors,
- suction equipment for aspiration of oral and pharyngeal cavities, and laryngoscope for each six students;
- any other monitoring or emergency equipment required by Section 1043 for the administration of general anesthesia or conscious sedation; and
- a selection of instruments and supplemental armamentaria for all of the procedures that dental sedation assistant permit holders are authorized to perform according to Business and Professions Code Section 1750.5.

As required by 16 CCR 1070.8(e)(3), the course shall provide the following:

- each operatory used for preclinical or clinical training shall contain either a surgery table or a power-operated chair for treating patients in a supine position;
- an irrigation system or sterile water delivery system as they pertain to the specific practice; and
- all other equipment and armamentarium required to instruct in the duties that dental sedation assistant permit holders are authorized to perform according to Business and Professions Code Section 1750.5.

**Exhibit #11 Course Completion:** Attach a narrative demonstrating that course clinical instruction requires completion of all of the tasks described in 16 CCR Section 1070.8(f) during no less than 20 supervised cases utilizing conscious sedation or general anesthesia as required by 16 CCR 1070.8, and students must demonstrate competency in performing the following preclinical and clinical tasks:

- As required by 16 CCR 1070.8(m)(2), utilizing another student or staff person, the student shall demonstrate minimum competency in each of the following tasks during training and shall then be eligible to complete an examination.
  - Assessment of blood pressure and pulse both manually and utilizing an automatic system;
  - Placement and assessment of an EKG. Instruction shall include the adjustment of such equipment;
  - Monitoring and assessment of heart sounds with a pretracheal/precordial stethoscope; and
  - Use of an AED or AED trainer.
- As required by 16 CCR 1070.8(m)(3): Utilizing patients, the student shall demonstrate minimum competency in each of the following tasks, under supervision of faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.
  - Assessment of blood pressure and pulse both manually and utilizing an automatic system;
  - Placement and assessment of an EKG. Instruction shall include the adjustment of such equipment; and
  - Monitoring and assessment of heart sounds with a pretracheal/precordial stethoscope.
- As required by 16 CCR 1070.8(n)(2), utilizing another student or staff person, the student shall demonstrate minimum competency in each of the following tasks during training and shall then be eligible to complete an examination.
  - Assessment of respiration rates;
  - Monitoring and assessment of lung sounds and ventilation with a pretracheal/precordial stethoscope;
  - Monitoring oxygen saturation with a pulse oximeter; and
  - Use of an oxygen delivery system.
- As required by 16 CCR 1070.8(n)(3), utilizing patients, the student shall demonstrate minimum competency in each of the following tasks, under supervision by faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.
  - Assessment of respiration rates;
  - Monitoring and assessment of lung sounds and ventilation with a pretracheal/precordial stethoscope;
  - Monitoring oxygen saturation with a pulse oximeter; and
  - Use of an oxygen delivery system.
- As required by 16 CCR 1070.8(o)(2), the student shall demonstrate minimum competency in the withdrawal of fluids from a vial or ampule in the amount

specified by faculty or instructional staff and shall then be eligible to complete a practical examination.

- As required by 16 CCR 1070.8(o)(3), the student shall demonstrate minimum competency in the evaluation of vial or container labels for identification of content, dosage, and strength and in the withdrawal of fluids from a vial or ampule in the amount specified by faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.
- As required by 16 CCR 1070.8(p)(2), the student shall demonstrate minimum competency in adding fluids to an existing intravenous (IV) line on a venipuncture training arm or in a simulated environment and shall then be eligible to complete a practical examination.
- As required by 16 CCR 1070.8(p)(3), the student shall demonstrate minimum competency in adding fluids to existing IV lines in the presence of course faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.
- As required by 16 CCR 1070.8(q)(2), the student shall demonstrate minimum competency on a venipuncture training arm or in a simulated environment for IV removal and shall then be eligible for a practical examination; and
- As required by 16 CCR 1070.8(q)(3), the student shall demonstrate minimum competency in removing IV lines in the presence of course faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.

**Exhibit #12 Curriculum:** Attach documentation demonstrating that the course curriculum contains the areas of instruction set forth in 16 CCR 1070.8(h) through (q).

General didactic instruction shall contain:

- Patient evaluation and selection factors through review of medical history, physical assessment, and patient evaluation and medical consultation;
- Characteristics of anatomy and physiology of the circulatory, cardiovascular, and respiratory systems, and the central and peripheral nervous systems;
- Characteristics of anxiety management related to the surgical patient, relatives, and escorts, and characteristics of anxiety and pain reduction techniques;
- Overview of the classification of drugs used by patients for cardiac disease, respiratory disease, hypertension, diabetes, neurological disorders, and infectious diseases;

- Overview of techniques and specific drug groups utilized for sedation and general anesthesia;
- Definitions and characteristics of levels of sedation achieved with general anesthesia and sedative agents, including the distinctions between conscious sedation, deep sedation, and general anesthesia;
- Overview of patient monitoring during conscious sedation and general anesthesia;
- Prevention, recognition, and management of complications; and
- Obtaining informed consent.

With respect to medical emergencies, didactic instruction shall contain:

- An overview of medical emergencies, including, but not limited to, airway obstruction, bronchospasm or asthma, laryngospasm, allergic reactions, syncope, cardiac arrest, cardiac dysrhythmia, seizure disorders, hyperglycemia and hypoglycemia, drug overdose, hyperventilation, acute coronary syndrome including angina and myocardial infarction, hypertension, hypotension, stroke, aspiration of vomitus, and congestive heart failure; and
- The simulation and response to at least the following medical emergencies: airway obstruction, bronchospasm, emesis and aspiration of foreign material under anesthesia, angina pectoris, myocardial infarction, hypotension, hypertension, cardiac arrest, allergic reaction, convulsions, hypoglycemia, syncope, and respiratory depression. Both training manikins and other students or staff may be used for simulation. The student shall demonstrate minimum competency in all simulated emergencies during training and shall then be eligible to complete a practical examination.

With respect to sedation and the pediatric patient, didactic instruction shall contain the following:

- Psychological considerations;
- Patient evaluation and selection factors through review of medical history, physical assessment, and medical consultation;
- Definitions and characteristics of levels of sedation achieved with general anesthesia and sedative agents, with special emphasis on the distinctions between conscious sedation, deep sedation, and general anesthesia;
- Review of respiratory and circulatory physiology and related anatomy, with special emphasis on establishing and maintaining a patient airway;
- Overview of pharmacology agents used in contemporary sedation and general anesthesia;
- Patient monitoring;

- Obtaining informed consent; and
- Prevention, recognition, and management of complications, including principles of basic life support.

With respect to physically, mentally, and neurologically compromised patients, didactic instruction shall contain the following: an overview of characteristics of Alzheimer's disease, autism, cerebral palsy, Down's syndrome, mental retardation, multiple sclerosis, muscular dystrophy, Parkinson's disease, schizophrenia, and stroke.

With respect to health history and patient assessment, didactic instruction shall include, at a minimum, the recording of the following:

- Age, sex, weight, physical status as defined by the American Society of Anesthesiologists Physical Status Classification System, medication use, general health, any known or suspected medically compromising conditions, rationale for anesthesia or sedation of the patient, visual examination of the airway, and auscultation of the heart and lungs as medically required; and
- General anesthesia or conscious sedation records that contain a time-oriented record with preoperative, multiple intraoperative, and postoperative pulse oximetry and blood pressure and pulse readings, frequency and dose of drug administration, length of procedure, complications of anesthesia or sedation, and a statement of the patient's condition at time of discharge.

With respect to monitoring heart sounds with pretracheal/precordial stethoscope and EKG and use of AED:

- Didactic instruction shall contain the following:
  - Characteristics of pretracheal/precordial stethoscope;
  - Review of anatomy and physiology of circulatory system: heart, blood vessels, and cardiac cycle as it relates to EKG;
  - Characteristics of rhythm interpretation and waveform analysis basics;
  - Characteristics of manual intermittent and automatic blood pressure and pulse assessment;
  - Characteristics and use of an AED;
  - Procedure for using a pretracheal/precordial stethoscope for monitoring of heart sounds;
  - Procedure for use and monitoring of the heart with an EKG machine, including electrode placement, and the adjustment of such equipment; and
  - Procedure for using manual and automatic blood pressure/pulse/respiration measuring system.

- Preclinical instruction: Utilizing another student or staff person, the student shall demonstrate minimum competency in each of the following tasks during training and shall then be eligible to complete an examination.
  - Assessment of blood pressure and pulse both manually and utilizing an automatic system;
  - Placement and assessment of an EKG. Instruction shall include the adjustment of such equipment;
  - Monitoring and assessment of heart sounds with a pretracheal/precordial stethoscope; and
  - Use of an AED or AED trainer.
- Clinical instruction: Utilizing patients, the student shall demonstrate minimum competency in each of the following tasks, under supervision of faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.
  - Assessment of blood pressure and pulse both manually and utilizing an automatic system;
  - Placement and assessment of an EKG. Instruction shall include the adjustment of such equipment; and
  - Monitoring and assessment of heart sounds with a pretracheal/precordial stethoscope.

With respect to monitoring lung/respiratory sounds with pretracheal/precordial stethoscope and monitoring oxygen saturation end tidal CO<sub>2</sub> with pulse oximeter and capnograph:

- Didactic instruction shall contain the following:
  - Characteristics of pretracheal/precordial stethoscope, pulse oximeter, and capnograph for respiration monitoring;
  - Review of anatomy and physiology of respiratory system to include the nose, mouth, pharynx, epiglottis, larynx, trachea, bronchi, bronchioles, and alveolus;
  - Characteristics of respiratory monitoring/lung sounds: mechanism of respiration, composition of respiratory gases, and oxygen saturation;
  - Characteristics of manual and automatic respiration assessment;
  - Procedure for using a pretracheal/precordial stethoscope for respiration monitoring;
  - Procedure for using and maintaining pulse oximeter for monitoring oxygen saturation;
  - Procedure for use and maintenance of capnograph;
  - Characteristics for monitoring blood and skin color and other related factors;
  - Procedures and use of an oxygen delivery system; and

- Characteristics of airway management to include armamentaria and use.
- Preclinical instruction: Utilizing another student or staff person, the student shall demonstrate minimum competency in each of the following tasks during training and shall then be eligible to complete an examination.
  - Assessment of respiration rates;
  - Monitoring and assessment of lung sounds and ventilation with a pretracheal/precordial stethoscope;
  - Monitoring oxygen saturation with a pulse oximeter; and
  - Use of an oxygen delivery system.
- Clinical instruction: Utilizing patients, the student shall demonstrate minimum competency in each of the following tasks, under supervision by faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.
  - Assessment of respiration rates;
  - Monitoring and assessment of lung sounds and ventilation with a pretracheal/precordial stethoscope;
  - Monitoring oxygen saturation with a pulse oximeter; and
  - Use of an oxygen delivery system.

With respect to drug identification and draw:

- Didactic instruction shall contain:
  - Characteristics of syringes and needles: use, types, gauges, lengths, and components;
  - Characteristics of drug, medication, and fluid storage units: use, type, components, identification of label including generic and brand names, strength, potential adverse reactions, expiration date, and contraindications; and
  - Characteristics of drug draw: armamentaria, label verification, ampule and vial preparation, and drug withdrawal techniques.
- Laboratory instruction: The student shall demonstrate minimum competency in the withdrawal of fluids from a vial or ampule in the amount specified by faculty or instructional staff and shall then be eligible to complete a practical examination.
- Clinical instruction: The student shall demonstrate minimum competency in the evaluation of vial or container labels for identification of content, dosage, and strength and in the withdrawal of fluids from a vial or ampule in the amount specified by faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.

With respect to adding drugs, medications, and fluids to IV lines:



- Didactic instruction shall contain:
  - Characteristics of adding drugs, medications, and fluids to IV lines in the presence of a licensed dentist;
  - Armamentaria;
  - Procedures for adding drugs, medications, and fluids, including dosage and frequency;
  - Procedures for adding drugs, medications, and fluids by IV bolus; and
  - Characteristics of patient observation for signs and symptoms of drug response.
- Laboratory instruction: The student shall demonstrate minimum competency in adding fluids to an existing intravenous (IV) line on a venipuncture training arm or in a simulated environment and shall then be eligible to complete a practical examination.
- Clinical instruction: The student shall demonstrate minimum competency in adding fluids to existing IV lines in the presence of course faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.

With respect to the removal of IV lines:

- Didactic instruction shall include overview and procedures for the removal of an IV line;
- Laboratory instruction: The student shall demonstrate minimum competency on a venipuncture training arm or in a simulated environment for IV removal and shall then be eligible for a practical examination; and
- Clinical instruction: The student shall demonstrate minimum competency in removing IV lines in the presence of course faculty or instructional staff as described in Section 1070.8(a)(3) and shall then be eligible to complete an examination.

**Exhibit 13 Examinations:**

Attach copies of the written examinations reflecting course curriculum content which students are required to pass under 16 CCR 1070.8(r).



**NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR  
 DENTAL SEDATION ASSISTANT PERMIT COURSES**

To maintain approval by the Board, the Course Provider of each Dental Sedation Assistant Permit Course that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.8 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a course will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board. Certificates of Completion issued by educational course providers not meeting Notice submission requirements will not be recognized by the Board.

I, \_\_\_\_\_ (Enter Name),

Course Provider for \_\_\_\_\_ (Enter Full Name of Educational Institution, Organization, or Course Provider) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Dental Sedation Assistant Permit Courses, including Sections 1070, 1070.1 and 1070.8 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution, organization, or course provider, and
- 3) That to the best of my knowledge, information and belief, the institution, organization, or course provider and its programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.

Signature of Course Provider \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name Of course Provider: \_\_\_\_\_

Name of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Address of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1070.8. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815

P (916) 263-2300 | F (916) 263-2140 | [www.dbc.ca.gov](http://www.dbc.ca.gov)



**Application for Radiation Safety Course Provider  
Approval**

**Instructions for Application Completion**

1. **Fee:** A non-refundable application fee in the amount of \$300 payable to the Dental Board of California must be submitted with the application.
2. **Number of Copies:** One original and one copy of the application and all required documents must be submitted. Printed materials should be bound and indexed according to the Exhibit numbers defined in the application.
3. **Completion of Application:** Applicants are only required to submit Pages 2-4 of this application, and the accompanying exhibits. Pages 5-11 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials. An incomplete application will not be accepted and shall be returned with an explanation as to the missing elements of the application.
4. **Exhibits/Attachments:** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|  |           |                       |                     |                      |  |
|--|-----------|-----------------------|---------------------|----------------------|--|
| Date of Application:   |           | <b>STAFF USE ONLY</b> |                     |                      |  |
|  |           | File Number:          |                     | Date Log-In:         |  |
|  |           | Receipt Number:       |                     |                      |  |
| <b>Provider Information – Name and Location of Course or Program</b> |           |                       |                     |                      |  |
| Name of School/Institution:  |           |                       |                     |                      |  |
| Business Name:   |           |                       |                     |                      |  |
| School Location/Street Address:                                      |           |                       |                     |                      |  |
| Mailing Address (if applicable)                                      |           |                       |                     |                      |  |
| Phone:   |           | Fax:                  |                     | Alt:                 |  |
| Type of Accreditation (list agency):                                 |           |                       |                     |                      |  |
| <b>Faculty and Administrative Information</b>                        |           |                       |                     |                      |  |
| Name of Institutional President/Owner (if applicable):               |           |                       |                     |                      |  |
| Contact Phone:   |           | email:                |                     |                      |  |
| Name of Course Director (required):                                  |           |                       |                     |                      |  |
| Contact Phone:   |           | email:                |                     |                      |  |
| <b>Course Data – Length, Hours, and Enrollment Information</b>       |           |                       |                     |                      |  |
| Indicate Max # Enrolled per course start:                            |           |                       | Total Course Hours: |                      |  |
| Student Teacher Ratio:   | Didactic  | Lab/Preclinical       |                     | Clinical Externship  |  |
| Breakdown of Course Hours:   | Didactic: | Lab/Preclinical:      |                     | Clinical Externship: |  |

Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit   | Initials of Submitter | Page Number |
|--|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>              |                       |             |
| Course Director Qualification<br><b>Exhibit #2</b>       |                       |             |
| Facilities and Operatories Diagrams<br><b>Exhibit #3</b> |                       |             |
| Infection Control Protocols<br><b>Exhibit #4</b>         |                       |             |
| Emergency Equipment<br><b>Exhibit #5</b>                 |                       |             |
| Emergency Protocols<br><b>Exhibit #6</b>                 |                       |             |
| Course Syllabus<br><b>Exhibit #7</b>                     |                       |             |
| Certificate of Completion:<br><b>Exhibit #8</b>          |                       |             |
| Course Prerequisites<br><b>Exhibit #9</b>                |                       |             |
| Equipment List<br><b>Exhibit #10</b>                     |                       |             |
| Evaluation Criteria<br><b>Exhibit #11</b>                |                       |             |
| Curriculum<br><b>Exhibit #12</b>                         |                       |             |
| Course Completion<br><b>Exhibit #13</b>                  |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Course Director

Date

---

Signature of Course Owner

Date

**I certify that I will be responsible for the compliance of the course with the laws governing dental assisting courses approved by the Dental Board of California.**

---

Signature of Course Director

Date

DRAFT

**The following pages contain additional information on the information on the required elements necessary for a complete submission for the exhibits as well as sample of selected exhibits.**

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 2-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(1)(C);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(1)(A);
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(1)(B) (current resumes or biosketch demonstrating compliance with the above regulatory sections of all faculty are sufficient); and
- Documentation of all faculty certifications in basic life support (BLS) for healthcare professionals as required by, 16 CCR 1070(d)(1)(D).

**Exhibit #2 Course Director Qualifications:**

Provide documentation that the course director meets the requirements outlined at 16 CCR 1070(e), including the designated hours, roles, and responsibilities of the course director, e.g. a resume, license, coursework certificates and job description.

As required by 16 CCR 1070(e)(1), Course Directors must:

- Possess a valid, active California license as a physician and surgeon, or a valid active license to practice dentistry or registered dental assisting or registered dental assisting in extended functions for at least two years immediately preceding any provision of course instruction; or possess a valid, active California license to practice as a registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions which was issued on or before December 31, 2005;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment; and
- Prior to instruction, or within six months of initial hire, complete two hours of educational methodology unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential.

Attach a narrative description of the Course Director responsibilities demonstrating that the Director actively participates in and is responsible for the following, as required by 16 CCR 1070(e)(1):

- The implementation and maintenance of all applicable statutory and regulatory requirements;
- Ensuring all faculty and instructional staff complete or show evidence of completion of educational methodology courses equaling two hours of training prior to instruction, or within six months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential;
- Maintaining for a period of not less than five years copies of curricula, course outlines, course goals and objectives, grading criteria, copies of faculty/staff credentials, licenses, and certificates, and individual student records, including those necessary to establish satisfactory completion of the course;
- Informing the Board of any major change to the course including without limitation, changes to course content, physical facilities including the use of extramural facilities, faculty or instructional staff, ownership, or intent to conclude business operations within 10 days of the change; and
- Ensuring all faculty and staff are calibrated in curriculum, instructional methods and grading criteria at least once per semester, quarter, or other regular interval instruction period used by the course.

**Exhibit #3 Facilities and Operatories Diagrams:**

Provide a diagram of all instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g) e.g., a blueprint or hand-drawing that includes all areas available to students for didactic, lab, and clinical instruction.

Provide a diagram of the operatory (or operatories) including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as outlined in 16 CCR 1070(g)(3)(C).

**Exhibit #4 Infection Control Protocols:**

Attach documentation demonstrating that the disinfection and sterilization procedures specified in 16 CCR 1005 are incorporated into course content and followed during all laboratory, simulated clinical and clinical experiences as required by 16 CCR 1070(g)(3)(F) and 16 CCR 1070.9(e)(7) (i.e., course rules, signage, course curriculum documents, etc).



**Exhibit #5 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) must be readily accessible and fully functional.

Emergency equipment must include oxygen delivery systems and first aid kits at a minimum.

**Exhibit #6 Emergency Protocols:**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #7 Course Syllabus:**

Provide a copy of the syllabus for each course which contains the following as required by 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;
- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.

**Exhibit #8 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student's name; the provider name; the provider's location; the provider's approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a statement that states: "All of the information contained on this certificate is truthful and accurate."; and a statement on each certification that states: "This Certificate of Completion does not constitute authorization for the attendee to perform any services that the attendee is not legally authorized to perform based on the attendee's license or permit type." as required by 16 CCR 1070(m).

**Exhibit #9 Prerequisites**

Attach documentation that the course requires that all students complete the course prerequisites prior to acceptance into the course as required by 16 CCR 1070.9(d)(1) & (2).

Course providers shall require evidence from students that they have met all course prerequisites prior to their acceptance including current certification in basic life support, completion of an eight-hour Board-approved course in infection control, and a two-hour Board-approved course in the Act as required by 16 CCR 1070.9(d)(1).

**Exhibit #10 Equipment List:**

Attach a list demonstrating that the course provides adequate supplies, materials and provisions for instruction in radiation safety to students as required by 16 CCR 1070.9(e)(3)(A) through (D).

In addition to the facility requirements defined in Section 1070, the facility used for laboratory/pre-clinical instruction shall be deemed adequate if it is properly equipped with supplies and equipment for practical work and includes, for every six students, at least the following:

- One functioning radiography (X-ray) machine which is adequately filtered and collimated, that is equipped with the appropriate position-indicating devices for each technique being taught, and is properly registered and permitted in compliance with the Department of Health Services and the California Radiation Safety Regulations (Title 17, Cal. Code of Regulations, commencing with Section 30100);
- One (1) X-ray training manikin head designed for instruction in radiographic techniques per X-ray unit;
- One (1) film view box, or screen for viewing digital images; and
- One (1) lead shielding adult-size protective apron with cervical (thyroid) collar, either attached or detached from the apron, per X-ray unit.

**Exhibit #11 Evaluation Criteria:**

Attach the specific performance objectives and evaluation criteria for all aspects of the curriculum as required by 16 CCR 1070.9(g)(3).

As required by 16 CCR 1070(i)(8), the evaluation criteria shall state the following:

- Specific performances objectives and the evaluation criteria used for all assessments of lab preclinical and clinical experiences 1070(j)(8)(A);

- The minimum number of satisfactory performances in each evaluated area necessary for program or course success 16 CCR 1070(i)(8)(B); and
- The minimum standards for performance in each evaluated area, the grading criteria, and the protocols or procedures that may cause the student to fail the task or procedure 16 CCR 1070(i)(8)(C).

**Exhibit #12 Curriculum:**

Attach documentation demonstrating that the course curriculum contains the areas of instruction set forth in 16 CCR 1070.9(h) through (j).

Didactic Instruction. Areas of didactic instruction shall include, at a minimum, the following as they relate to exposure, processing and evaluation of dental radiographs:

- Radiation physics and biology;
- Radiation protection and safety;
- Recognition of normal anatomical landmarks, structures, hard and soft tissues, normal and abnormal conditions of the oral cavity as they relate to dental radiographs;
- Radiograph exposure and processing techniques;
- Radiograph mounting or sequencing, and viewing, including anatomical landmarks of the oral cavity;
- Intraoral techniques and dental radiograph armamentaria, including holding devices and image receptors;
- Intraoral and extraoral examination including principles of exposure, methods of retention and evaluation;
- Proper use of patient protection devices and personal protective equipment for operator use;
- Identification and correction of faulty radiographs;
- Introduction to contemporary exposure techniques including the use of computerized digital radiography and extraoral imaging that may include panographs or cone-beam imaging;
- Infection control procedures in compliance with the Board's Minimum Standards for Infection Control (16 CCR 1005);
- Radiographic records management;
- Identification and recognition of common errors in techniques and processing for intra and extra oral exposures;
- Identification of various extra oral techniques, machine types, and uses; and
- Introduction to techniques and exposure guidelines for special exposures to include, but not limited to pediatric, edentulous, partially edentulous, endodontic and patients with special needs.

Laboratory Instruction. All laboratory instruction and performances shall only occur in

accordance with Sections 1070 and 1070.1. Sufficient hours of laboratory instruction and experiences shall ensure that a student successfully completes, on an x-ray training manikin head only, at least the procedures set forth below utilizing an image receptor deemed appropriate by the course director:

- Two full mouth periapical series, consisting of at least 18 radiographs each, four of which shall be bitewings;
- Two horizontal or vertical bitewing series, consisting of at least four radiographs each;
- Developing, digitizing or processing, and mounting or sequencing of exposed radiographs; and
- Completion of student and instructor written evaluation of radiographs identifying errors, causes of errors, corrections and, if applicable, the number of re-exposures necessary for successful completion of a series to minimum competency.
  - A laboratory procedure has been successfully completed only if each series of radiographs is evaluated and deemed to be of diagnostic quality; and
  - Successful completion of all laboratory competencies shall occur prior to clinical instruction and experiences.

**Clinical Instruction and Evaluation.** As part of an organized program of instruction, clinical instruction shall include clinical performances on human subjects as set forth herein.

- Successful completion of a minimum of four full mouth periapical series, consisting of at least 18 radiographs each, four of which shall be bitewings. All exposures made on human subjects shall only be made using diagnostic criteria established during the clinical instructional period and shall in no event exceed three re-exposures per subject per series;
- Successful developing or processing, and mounting or sequencing of exposed human subject radiographs;
- Completion of student and instructor written evaluations of each radiographic series identifying errors, causes of error, and correction and, if applicable, the number of re-exposures necessary for successful completion of a series to clinical competency; and
- One full-mouth clinical series shall serve as a final clinical examination.

**Exhibit #13 Course Completion:**

Attach a narrative demonstrating that course instruction shall require completion of all of the tasks described in 16 CCR Section 1070.9(j) specifically including:

- Successful completion of a minimum of four full mouth periapical series, consisting of at least 18 radiographs each, four of which shall be bitewings. All exposures made on human subjects shall only be made using diagnostic criteria established during the clinical instructional period and shall in no event exceed three re-exposures per subject per series;

- Successful developing or processing, and mounting or sequencing of exposed human subject radiographs;
- Completion of student and instructor written evaluations of each radiographic series identifying errors, causes of error, and correction and, if applicable, the number of re-exposures necessary for successful completion of a series to clinical competency; and
- One full-mouth clinical series shall serve as a final clinical examination.

DRAFT



**NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR  
 RADIATION SAFETY COURSES**

To maintain approval by the Board, the Course Provider of each Infection Control Course that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1, and 1070.9 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a course will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board. Certificates of Completion issued by educational course providers not meeting Notice submission requirements will not be recognized by the Board.

I, \_\_\_\_\_ (Enter Name),

Course Provider for \_\_\_\_\_ (Enter Full Name of Educational Institution, Organization, or Course Provider) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Infection Control Courses, including Sections 1070, 1070.1 and 1070.9 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution, organization, or course provider, and
- 3) That to the best of my knowledge, information and belief, the institution, organization, or course provider and its programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.

Signature of Course Provider \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name of Course Provider: \_\_\_\_\_

Name of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Address of Educational Institution, Organization, or Course Provider: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1, and 1070.9. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.



## **Application for Registered Dental Assistant in Extended Functions (RDAEF) Program Approval**

### **Instructions for Application Completion**

1. **Fee.** A non-refundable application fee in the amount of \$1,400 payable to the Dental Board of California must be submitted with the application unless your program is accredited by the Office of Chancellor of the California Community Colleges.
2. **Number of Copies.** One original and one copy of the application and all required documents must be submitted. Printed materials shall be bound and indexed according to the Exhibit numbers defined in the application.
3. **Completion of Application.** Applicants are only required to submit Pages 2-4 of this application, and the accompanying exhibits. Pages 5-14 provide context and explanations of the exhibits and required supporting documentation necessary to submit a complete application. Sample Exhibits are provided merely for reference only. Applicants' submissions are not required to resemble the samples or maintain the same format. Each question/required element on the application must be answered fully and documentation must accompany all submitted materials. An incomplete application will not be accepted and shall be returned with an explanation as to the missing elements of the application.
4. **Exhibits/Attachments.** All required documents must be attached as separate exhibits as indicated within the application. Exhibit descriptions/explanations can be found at the end of this document.
5. **Schedule for Program Site Visit.** Because of wide differences in survey schedules and facility locations, please make specific suggestions as to the site evaluation schedule. The Site Evaluation Team (SET) realizes that schools may wish to adjust the proposed schedule. However, changes must be reviewed with the visiting site team before conferences begin. Please submit a proposed schedule with the completed application.

**DENTAL BOARD OF CALIFORNIA**

2005 Evergreen St., Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



|   |           |                       |                      |              |  |
|---|-----------|-----------------------|----------------------|--------------|--|
| Date of Application:  |           | <b>STAFF USE ONLY</b> |                      |              |  |
|   |           | File Number:          |                      | Date Log-In: |  |
|   |           | Receipt Number:       |                      |              |  |
| <b>Provider Information – Name and Location of Program</b>      |           |                       |                      |              |  |
| Name of School/Institution:                                     |           |                       |                      |              |  |
| Business Name:  |           |                       |                      |              |  |
| School Location/Street Address:                                 |           |                       |                      |              |  |
| Mailing Address (if applicable)                                 |           |                       |                      |              |  |
| Phone:  |           | Fax:                  |                      | Alt:         |  |
| Type of Accreditation (list agency):                            |           |                       |                      |              |  |
| <b>Faculty and Administrative Information</b>                   |           |                       |                      |              |  |
| Name of Institutional President/Owner (if applicable):          |           |                       |                      |              |  |
| Contact Phone:  |           | email:                |                      |              |  |
| Name of Program Director (required):                            |           |                       |                      |              |  |
| Contact Phone:  |           | email:                |                      |              |  |
| <b>Program Data – Length, Hours, and Enrollment Information</b> |           |                       |                      |              |  |
| Indicate Max # Enrolled per start:                              |           |                       | Total Program Hours: |              |  |
| Student Teacher Ratio:  | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |
| Breakdown of Program Hours:                                     | Didactic: | Lab/Preclinical:      | Clinical Externship: |              |  |



Please use the chart below to ensure that all required exhibits are submitted and provide page numbers to simplify review:

| Required Exhibit  | Initials of Submitter | Page Number |
|---|-----------------------|-------------|
| Faculty Qualifications<br><b>Exhibit #1</b>   |                       |             |
| Program Director Qualifications<br><b>Exhibit #2</b>                                    |                       |             |
| Facilities and Operatories Diagrams<br><b>Exhibit #3</b>                                |                       |             |
| Equipment List<br><b>Exhibit #4</b>   |                       |             |
| Infection Control<br><b>Exhibit # 5</b>   |                       |             |
| Emergency Protocols.<br><b>Exhibit #6</b>   |                       |             |
| Emergency Equipment<br><b>Exhibit #7</b>  |                       |             |
| Course Syllabus<br><b>Exhibit #8</b>  |                       |             |
| Course Outline<br><b>Exhibit #9</b>   |                       |             |
| Extramural Dental Facility Affiliation Agreement<br><b>Exhibit #10</b>                  |                       |             |
| Extramural Facility Educational Plan<br><b>Exhibit #11</b>                              |                       |             |
| Certificate of Completion<br><b>Exhibit #12</b>   |                       |             |
| Prerequisites<br><b>Exhibit #13</b>   |                       |             |
| Time Allocation to Develop Minimum Competency in All RDAEF Duties<br><b>Exhibit #14</b> |                       |             |
| Course Curricula<br><b>Exhibit #15</b>  |                       |             |
| Final Examinations<br><b>Exhibit #16</b>  |                       |             |
| Reference Materials<br><b>Exhibit #17</b>   |                       |             |

**I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Program Director

Date

---

Signature of Program Owner

Date

**I certify that I will be responsible for the compliance of the program director with the laws governing dental assisting courses and programs approved by the Dental Board of California. I certify under penalty of perjury under the laws of the State of California that the contents of this Application and all attachments are true and correct.**

---

Signature of Program Director

Date

**The following pages contain additional information on the required elements necessary for a complete submission for the exhibits as well as sample of selected exhibits.**

**Exhibit #1 Faculty Qualifications:**

Provide documentation of the faculty members' completion of all educational and licensing requirements including:

- Documentation of 6-hour educational methodology courses or a degree or credential required by 16 CCR 1070(d)(3)(D);
- Documentation of all faculty licenses as required by 16 CCR 1070(d)(3)(A); and
- Documentation of faculty teaching experiences and qualifications to demonstrate compliance with 16 CCR 1070(d)(3)(B) (current resumes and biosketch for all faculty are recommended)

**Exhibit #2 Program Director Qualifications:**

Provide documentation that the program director meets the requirements outlined in the regulations, 16 CCR 1070(f) and 16 CCR 1071(d), including the designated hours, roles, and responsibilities of the program director, e.g. a resume, or Biosketch license, and or coursework certificates and job description.

Program Directors Must:

- Possess a valid, active California license to practice dentistry or registered dental assisting in extended functions for at least two years immediately preceding any provision of program instruction;
- Provide pre-clinical and clinical instruction only in procedures within the scope of practice of their respective license or permit and shall have a background in and current knowledge of the subjects they are teaching and the educational theory and methodology consistent with their teaching assignment;
- Possess at least three years of experience in the application of clinical chairside dental assisting involving four-handed dentistry; and
- Complete and show evidence of completion of 6 hours of educational methodology coursework prior to instruction, or within six (6) months of initial hire unless he or she holds any one of the following: a degree in education, a valid Ryan Designated Subjects Vocational Education Teaching Credential, a valid Standard Designated Subjects Teaching Credential, or, a valid Community College Teaching Credential.

In addition, attach a narrative demonstrating that the program director shall actively participate in and be responsible for the following as required by 16 CCR 1070(f)(2):

- Implementing and complying with all applicable statutory and regulatory requirements;
- Ensuring that all faculty and instructional staff complete or show evidence of completion of educational methodology courses as defined herein immediately preceding provision of course instruction and maintaining evidence of compliance;
- Maintaining for at least five years after the course is offered, copies of curricula, program outlines, objectives, grading criteria, copies of faculty/staff credentials, licenses, and certifications, and individual student records, including those necessary to establish satisfactory completion of the program;
- Informing the Board of any major change to the program including without limitation, changes to theoretical content, physical facilities including the use of extramural facilities, faculty or instructional staff, ownership, or intent to conclude business operations within 10 days of the change;
- Ensuring all faculty and staff are calibrated in curriculum, instructional methods, and grading criteria at least once per semester, quarter, or other regular interval instruction period used by the program; and
- Ensuring opportunities have been provided by the institution or program for faculty and instructional staff of a program to continue their professional development in order to stay current with advancing technologies and educational theory. The program director shall ensure that time and budget allocations are provided by the institution or program for professional association activities, continuing education, or practical experiences related to dental assisting education.

### **Exhibit #3 Facilities and Operatories Diagrams:**

Provide a diagram of all instructional facilities. Instructional facilities must provide each student with sufficient opportunity to develop minimum competencies meeting the requirements in 16 CCR 1070(g), e.g., a blueprint or hand-drawing that includes all areas available to students for didactic, laboratory, and clinical instruction.

Provide a diagram of each operatory (or operatories) including dimensions and equipment. Each operatory must be of sufficient size to simultaneously accommodate one student, one instructor, and one patient per 16 CCR 1070(g)(3)(D). Each operatory must contain functional equipment as outlined in 16 CCR 1070(g)(3)(C).

### **Exhibit #4 Equipment List:**

List the type and number of equipment, instruments, and armamentaria available to students as required by 16 CCR 1070(g) and 16 CCR 1071(f)(1), include the ratios for sharing and any equipment that is shared.

The following equipment is required by 16 CCR 1070(g):

- All radiographic equipment and facilities shall follow the 17 CCR 30100 et seq. and 17 CCR 30400 et seq. regarding requirements for radiologic equipment and facilities.
- A lecture classroom or the capability to facilitate distance learning modalities, a lab area, a clinical area, a central sterilization area, and a radiology area for use by the students.
- Operatories shall be sufficient in number to allow a ratio of at least one operatory for every six students who are simultaneously engaged in clinical instruction.
- Each operatory shall contain functional equipment, including a power-operated chair for patient or simulation-based instruction in a supine position, dental units and mobile stools for the operator and the assistant which are designed for the application of current principles of dental assistant utilization, air-water syringe, adjustable overhead patient light, oral evacuation equipment, work surface, handpiece connection, and hand hygiene area.
- Each operatory shall be of sufficient size to simultaneously accommodate one student, one instructor, and one patient or student partner.
- Access by all students to equipment necessary to develop dental assisting skills in each designated duty.
- Infection control equipment shall be provided according to the requirements of section 1005.

The following are the additional minimum requirements for equipment and armamentaria as required by 16 CCR 1071(f)(1):

- Laboratory facilities with individual seating stations for each student and equipped with air/water syringe, hand piece connections, suction or electric driven rotary instrumentation capability. Each station or operatory shall allow an articulated typodont to be mounted in a simulated head position;
- Clinical simulation facilities that provide simulated patient heads mounted in appropriate position and accommodating an articulated typodont in an enclosed intraoral environment or mounted on a dental chair in a dental operatory. Clinical simulation spaces shall be sufficient to permit one simulation space for each two students at any one time;
- Articulated typodonts of both deciduous and permanent dentitions with flexible gingival tissues and with prepared teeth for each procedure to be performed in the laboratory and clinical simulation settings. One of each type of typodont is required for each student;
- A selection of restorative instruments and adjunct materials for all

procedures that RDAEFs are authorized to perform; and

- Notwithstanding 16 CCR 1070, there shall be at least one operatory for

every two students who are simultaneously engaged in clinical instruction.

**Exhibit #5 Infection Control:**

Attach a narrative demonstrating that the facility shall comply with the Board's minimum standards for infection control found at 16 CCR 1005, as required by 16 CCR 1071(r)(1).

**Exhibit #6 Emergency Protocols:**

Provide a copy of the written protocols on managing emergency situations as required by 16 CCR 1070(h).

**Exhibit #7 Emergency Equipment:**

Provide information on the type of emergency equipment available onsite. Emergency equipment required in 16 CCR 1070(h)(2) must be readily accessible and fully functional.

Emergency equipment must include oxygen delivery systems and first aid kits at a minimum.

**Exhibit #8 Course Syllabus:**

Provide a copy of the course syllabus which contains the following as required by 1070(i)(7):

- A course title, course number or identifier, course description, course hours, assignments, all faculty names, and contact information;
- Course content outline including topics to be presented;
- Specific instructional objectives including competency statement for each topic presented;
- Learning experiences with associated assessment mechanisms;
- Course or program schedule including time allocated for didactic, laboratory or preclinical, and clinical learning experiences;
- Specific evaluation criteria for final course-grade calculating which includes competency evaluations and rubrics, and a remediation policy and procedures.

**Exhibit #9 Course Outline:**

Provide a copy of the program's course outline which contain student evaluation criteria as required by 16 CCR 1070(i)(8) that state the following:

- Specific performance objectives and the evaluation criteria used for all assessments of laboratory, pre-clinical, and clinical experiences 16 CCR 1070(i)(8)(A);
- The minimum number of satisfactory performances in each evaluated area necessary for program or course success 16 CCR 1070(i)(8)(B); and
- The minimum standards for performance in each evaluated area, the grading criteria, and the protocols or procedures that may cause the student to fail the task or procedure 16 CCR 1070(i)(8)(C).

**Exhibit #10 Extramural Dental Facility Agreement:**

Please provide a sample of the written affiliation agreement, if any, between the program and all of the program's chosen extramural facility sites as required by 16 CCR 1070(k)(2).

**Exhibit #11 Extramural Facility Educational Plan:**

Describe the process for selecting the extramural facility or facilities, if any, and of evaluating the student's competence before during and after the clinical assignment as required by 16 CCR 1070(k)(3). Clinical instruction shall be provided under the direct supervision of a licensed dentist and may be completed in an extramural dental facility as defined in 16 CCR 1070.1(c).

**Exhibit #12 Certificate of Completion:**

Provide a copy of a sample certificate of completion which includes: the student's name; the provider name; the provider's location; the provider's approval number issued by the board; the program name; the number of course hours completed; the date of course completion; an authorizing signature of the provider or the providing entity and a statement that states: "All of the information contained on this certificate is truthful and accurate."; and a statement on each certification that states: "This Certificate of Completion does not constitute authorization for the attendee to perform any services that the attendee is not legally authorized to perform based on the attendee's license or permit type." as required by 16 CCR 1070(m).

Two original copies of a certificate, diploma or other evidence of completion shall be issued to each student within 30 days of successful completion of the program as required by 16 CCR 1071(s).

**Exhibit #13 Prerequisites:**

Attach a narrative demonstrating that the program requires all students to possess a valid, active, and current license as a registered dental assistant and successfully

complete a Board approved pit and fissure sealant course prior to graduation from an RDAEF program prior to acceptance into the program as required by 16 CCR 1071(b).

### **Exhibit #14 Time Allocation to Develop Minimum Competency in All RDAEF**

#### **Duties:**

Provide a list of all RDAEF duties taught by the program and time allocated for didactic laboratory, preclinical, and clinical practice to develop minimum competency. There must be sufficient laboratory, preclinical and clinical instruction for each student to achieve minimum competence in the performance of each procedure that a RDAEF is authorized to perform, as required by 16 CCR 1071(e)(1).

#### **Exhibit #15 Course Curricula:**

Provide copies of the general didactic, laboratory, preclinical, and clinical curricula demonstrating that the curricula meet the requirements in 16 CCR 1071(g) through (o):

Areas of instruction shall include, at a minimum, the following didactic instruction:

- The following instruction as it relates to each of the procedures that RDAEFs are authorized to perform: restorative and prosthetic treatment review; charting; patient education; legal requirements; indications and contraindications; problem solving techniques; laboratory, preclinical, and clinical criteria and evaluation; and infection control protocol implementation;
- Dental science, including dental and oral anatomy, histology, oral pathology, normal or abnormal anatomical and physiological tooth descriptions, tooth morphology, basic microbiology relating to infection control, and occlusion. "Occlusion" is the review of articulation of maxillary and mandibular arches in maximum intercuspation;
- Characteristics and manipulation of dental materials related to each procedure;
- Armamentaria for all procedures;
- Principles, techniques, criteria, and evaluation for performing each procedure, including implementation of infection control protocols; and
- Tooth isolation and matrix methodology review.

General laboratory instruction shall include:

- Application of tooth isolation methods in both maxillary and mandibular arches and with four experiences on both deciduous and permanent dentitions;
- Matrix placement for amalgam, and adhesive-based restorative material restorations with three experiences for each material; and
- Base, liner, and etchant placement on three teeth.



With respect to preliminary evaluation of the patient's oral health, including charting of existing conditions excluding periodontal assessment as it relates to RDAEF functions, intraoral and extraoral evaluation of soft tissue, classifying occlusion, and myofunctional evaluation:

- Didactic instruction shall contain the following:
  - Normal anatomical structures: oral cavity proper, vestibule, and lips;
  - Deviations from normal to hard tissue abnormalities to soft tissue abnormalities;
  - Overview of classifications of occlusion and myofunction; and
  - Sequence of oral inspection: armamentaria, general patient assessment, review of medical history form, review of dental history form, oral cavity mouth-mirror inspection, and charting existing conditions.
- Preclinical instruction shall include performing an oral inspection on at least two other students; and
- Clinical instruction shall include performing an oral inspection on at least two patients.

With respect to sizing, fitting, and cementing endodontic master points and accessory points:

- Didactic instruction shall include the following:
  - Review of objectives, canal preparation, filling of root canal space, including the role of the RDAEF as preparatory to condensation which is to be performed by the licensed dentist;
  - Description and goals of filling technique using lateral condensation techniques; and
  - Principles and techniques of fitting and cementing master points and accessory points.
- Laboratory instruction shall include fitting and cementing master points and accessory points on extracted teeth or simulated teeth with canals with a minimum of two experiences. This instruction shall not include obturator-based techniques or other techniques that employ condensation; and
- Simulated clinical instruction shall include fitting and cementing master points and accessory points with extracted or simulated teeth. Simulated clinical instruction shall include fitting and cementing master points and accessory points in at least four teeth.

With respect to gingival retraction, general instruction shall include:

- Review of characteristics of tissue management techniques as they relate to prosthodontic procedures; and
- Description, principles and goals of tissue management as it relates to prosthodontic procedures.

With respect to final impressions for permanent indirect and toothborne restorations:

- Didactic instruction shall contain the following:
  - Review of characteristics of impression material and tray placement;
  - Description and goals of impression taking for permanent indirect restorations and toothborne prosthesis; and
  - Principles, techniques, criteria, and evaluation of impression taking for permanent indirect restorations and toothborne prosthesis.
- Laboratory instruction shall include the following:
  - Tissue management for prosthodontic procedures and final impressions for permanent indirect restorations, including impression taking of prepared teeth in maxillary and mandibular arches, once per arch; and
  - Impressions for toothborne removable prostheses, including, at a minimum, taking a total of four impressions on maxillary and mandibular arches with simulated partially edentulous sites.
- Clinical instruction shall include taking final impressions on five prosthodontic procedure patients which shall include tissue management procedures.

With respect to placing, contouring, finishing, and adjusting direct restorations:

- Didactic instruction shall contain the following:
  - Review of cavity preparation factors and restorative material;
  - Characteristics and manipulation of direct filling materials;
  - Amalgam restoration placement, carving, adjusting and finishing, which includes principles, techniques, criteria and evaluation, and description and goals of amalgam placement, adjusting and finishing in children and adults; and
  - Currently utilized adhesive-based restoration placement, adjusting, contouring and finishing, which includes, principles, techniques, criteria and evaluation, and description and goals of adhesive-based restorations, placement and contouring in children and adults.
- Laboratory instruction shall include placement, finish and adjustment of the following restorations in prepared teeth. The restorations shall include both maxillary, mandibular, permanent and deciduous teeth, and both metallic and adhesive-based materials:
  - Placement of Class I, II, and V amalgam restorations in four prepared permanent teeth for each classification, with one of each classification used for a clinical examination;
  - Placement of Class I, II, III, and V composite resin restorations in four prepared permanent teeth for each

- Placement of Class I, II, III, and V glass-ionomer restorations in four prepared permanent teeth for each classification, with one of each classification used for a clinical examination.
- Simulated clinical instruction shall include placement, finish and adjustment of the following restorations in prepared teeth. The restorations shall include both maxillary, mandibular, permanent and deciduous teeth, and both metallic and adhesive-based materials. A student shall show competency in amalgam based material placement, finish and adjustment based on criteria-reference completion standards prior to any clinical instruction and application of these procedures:
  - Placement of Class I, II, and V amalgam restorations in four prepared permanent teeth for each classification, with one of each classification used for a clinical examination;
  - Placement of Class I, II, III, and V composite resin restorations in four prepared permanent teeth for each classification, with one of each classification used for a clinical examination;
- Clinical instruction shall require proficient completion of placing, contouring and finishing at least 20 direct restorations in prepared permanent teeth. At least five of each restorative classification of I, II, III and V are required.
  - At least 50 percent of the experiences shall be Class II restorations using adhesive-based materials;
  - At least 20 percent of the experiences shall be Class V restorations using adhesive-based materials; and
  - Students who complete the 20 restorations and meet all the instructional requirements of this Section may complete additional Class I, II, III, IV or V restorations as deemed appropriate for program success.

With respect to polishing and contouring existing amalgam restorations:

- Didactic instruction shall include principles, techniques, criteria and evaluation, and description and goals of amalgam polishing and contouring in children and adults;
- Laboratory instruction shall include typodont experience on polishing and contouring of Class I, II, and V amalgam restorations in three prepared permanent teeth for each classification, and in two deciduous teeth for each classification; and
- Simulated clinical instruction shall include experience in the polishing and contouring of Class I, II, and V amalgam restorations

in one prepared tooth for each classification.

With respect to adjusting and cementing permanent indirect restorations:

- Didactic instruction shall contain the following:
  - Review of fixed prosthodontics related to classification and materials for permanent indirect restorations, general crown preparation for permanent indirect restorations, and laboratory fabrication of permanent indirect restorations;
  - Interocclusal registrations for fixed prosthesis, including principles, techniques, criteria, and evaluation; and
  - Permanent indirect restoration placement, adjustment, and cementation/bonding, including principles, techniques, criteria, and evaluation.
- Laboratory instruction shall include:
  - Completion of two interocclusal registrations; and
  - Fitting, adjustment, and cementation/bonding of permanent indirect restorations on a minimum of two posterior crowns.
  - Clinical experience for interocclusal registrations shall be performed on four patients who are concurrently having final impressions recorded for permanent indirect restorations.
    - Clinical instruction shall include fitting, adjustment, and cementation/bonding of permanent indirect restorations on at least two teeth.

**Exhibit #16 Final Examinations:**

Provide a copy of the written final examination(s) that reflects the curricula content in Exhibit 14 as required by 16 CCR 1071(p).

**Exhibit #17 Reference Materials:**

Provide a list of the dental and medical reference materials provided by the program to students and their method of access. Programs must make provisions for access by students to dental and medical reference textbooks, electronic and internet resources, current scientific journals, audiovisual materials and other relevant resources under 16 CCR 1071(r)(2).



**NOTICE OF COMPLIANCE WITH NEW REQUIREMENTS FOR REGISTERED DENTAL ASSISTANT IN EXTENDED FUNCTIONS PROGRAMS**

To maintain approval by the Board, the Program Director of each Registered Dental Assistant in Extended Functions (RDAEF) educational program that was approved prior to the date that Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1071 became effective must complete and submit this form to the Board at its offices no later than 90 days from the effective date of these new requirements. Any student graduating from such a program will not be accepted to sit for examination or qualify for registration until this form has been submitted to the Board.

I, \_\_\_\_\_ (Enter Name),

**Program Director for** \_\_\_\_\_ (Enter Full Name of Educational Institution or Program) **HEREBY CERTIFY:**

- 1) I have read the attached regulations pertaining to the approval of Registered Dental Assistant in Extended Functions (RDAEF) educational programs, including Sections 1070, 1070.1 and 1071 of Title 16 of the California Code of Regulations,
- 2) I have the authority to sign this notice on behalf of the educational institution or program, and
- 3) That to the best of my knowledge, information and belief, the institution and its RDAEF programs or courses comply with these regulations and have been in compliance with these regulations since \_\_\_\_\_ (Insert Date).

**I certify under penalty of perjury under the laws of the State of California that this Notice of Compliance is true and correct.**

\_\_\_\_\_  
**Signature of Program Director** **DATE**

\_\_\_\_\_  
**Printed Name of Program Director:**

\_\_\_\_\_  
**Name of Educational Institution or Program:**

\_\_\_\_\_  
**Address of Educational Institution or Program:**

\_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Disclosure of your personal information is mandatory. The information on this application is required pursuant to Cal. Code Regs., Title 16, Sections 1070, 1070.1 and 1071. Failure to provide any of the required information will result in the form being rejected as incomplete and your approval may be withdrawn for noncompliance. The information provided will be used to determine compliance with Article 2 of Division 10 of Title 16 of the California Code of Regulations (beginning at Section 1070). The information collected may be transferred to other governmental and enforcement agencies. Individuals have a right of access to records containing personal information pertaining to that individual that are maintained by the Board, unless the records are exempted from disclosure by Section 1798.40 of the Civil Code. Individuals may obtain information regarding the location of his or her records by contacting the Executive Officer at the Board at the address and telephone number listed above.



**APPLICATION FOR REGISTERED DENTAL ASSISTANT (RDA) EXAMINATION AND LICENSURE**

| Non-Refundable Fees  | For Office Use Only   | For Office Use Only |
|--|---|---------------------|
| Application: \$120<br><br>A written examination fee will be required to be paid directly to PSI at a later date. | Rec # _____<br><br>Fee Paid: _____<br><br>Date Cashiered: _____<br><br>Entity # _____<br><br>File # _____ | Date Received       |

*(Please print or type)*

|   |   |                             |
|---|---|-----------------------------|
| 1. SSN/FEIN/ITIN #:   | 2. Birth Date (MM/DD/YYYY)                    |                             |
| 3. Legal Name: Last   | First   | Middle                      |
| 4. List any other names used:   |   |                             |
| 5. Mailing Address <i>(The address you enter is public information and will be placed on the Internet pursuant to B &amp; P Code 27):</i>   |   |                             |
| 6. E-Mail Address:  |   |                             |
| 7. Home Telephone <i>(Include area code):</i>   | 8. Work Telephone <i>(Include area code):</i> |                             |
| 9. Have you been licensed to practice dental assisting, orthodontic assisting, dental sedation assisting, dental hygiene, dentistry or any other health care profession in California, any other state, or foreign country? | Yes <input type="checkbox"/>                  | No <input type="checkbox"/> |
| Type of Practice:   | License Number:                               | State/Country:              |

10. Initial Application Asylum Question (Yes/No)

Do any of the following statements apply to you:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

ACCEPTABLE DOCUMENTATION

- Form I-94, Arrival/Departure Record, with an admission class code such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the of "SI" or "SQ."
- Permanent Resident Card (Form I-551), commonly known as a "Green Card," with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

11. Initial Application Military Questions (Yes/No)

1. Are you requesting expediting of this application for spouses or domestic partners of an active duty member of the U.S. Armed Forces?

2. Are you requesting expediting of this application for honorably discharged members of the U.S. Armed Forces?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

MILITARY SPOUSE OR DOMESTIC PARTNER REQUIREMENTS

Note: If you meet the military spouse or domestic partner requirements, please scan and attach the following documentation on the attachments page of this application (you may be asked to submit original documentation):

- Certificate of marriage or domestic partnership or other legal union with an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders.
- Verification of current licensure in another state, district, or territory of the United States in the profession or vocation for which you are seeking licensure.

MILITARY HONORABLE DISCHARGE REQUIREMENTS

Note: If you meet the U.S. Armed Forces expedite requirement, please scan and attach a copy of the following documentation on the attachments page of this application:

- DD214 or other supporting documentation.

12. Have you ever had any disciplinary action taken or charges filed against your dental license or other health related license by a government agency?

“License” includes permits, registrations, and certificates. Include any disciplinary actions taken by this agency, any other state agency, any U.S. territory, the U.S. Military, U.S. Public Health Service or other U.S. federal governmental entity. Disciplinary action includes, but is not limited to, suspension, revocation, probation, confidential discipline, consent order, letter of reprimand or warning, or any other restriction or action taken against a dental or health-related license that was issued to you.

Yes  
 No

If the answer is “yes”, provide the section of law violated the nature of the violation, the location and date of the violation, and the penalty or disposition on a separate sheet and include with this application.

13. Have you ever had a dental or other health-related license denied in this state or any other state?

If “yes”, provide a detailed explanation of circumstances surrounding the denial, including the date of the denial, type of application, and the basis for the denial. Include a copy of any document(s) you received from the agency denying your application(s).

Yes  
 No

14. Have you ever surrendered a dental license, either voluntarily or otherwise?

If “yes”, provide a detailed explanation of the circumstances, including the date of the surrender, the reason for the surrender and a copy of all documents relating to the surrender.

Yes  
 No

15. EVIDENCE OF COMPLETION OF REQUIRED CERTIFICATIONS

Candidates for the RDA examination must submit evidence of having completed the following Board- approved courses: *(check all requirements completed) Evidence of completion shall be attached to the application.*

| <i>Radiation Safety<br/>(32-hour course)</i> | <i>Coronal Polishing<br/>(16-hour course)</i> | <i>Infection Control<br/>(8-hour course)</i> | <i>CA Dental Practice<br/>Act (2hour course)</i> | <i>Basic Life Support<br/>(AHA/ARC)</i> | <i>Live Scan<br/>Form</i> |
|--|---|--|--|---|---------------------------|
| <input type="checkbox"/>                     | <input type="checkbox"/>                      | <input type="checkbox"/>                     | <input type="checkbox"/>                         | <input type="checkbox"/>                | <input type="checkbox"/>  |

16. EXECUTION OF APPLICATION

*I am the applicant for examination for licensure referred to above. I have read the questions in the foregoing application and have answered them truthfully, fully and completely.*

*I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

Signed in \_\_\_\_\_ on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

(City/State) (Day) (Month) (Yr)

\_\_\_\_\_  
*(Signature of Applicant)*



## INFORMATION COLLECTION AND ACCESS

The information requested herein is mandatory and is maintained by the Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, (916) 263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility for licensure pursuant to Business and Professions Code section 1752.1, issue and renew licenses, and enforce licensing standards set by law and regulation. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. Each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. We make every effort to protect the personal information you provide us. However, in accordance with Section 27 of the Business and Professions Code, your name and mailing address listed on this application will be disclosed to the public upon request or through license verification on the Board's web site, if and when you become licensed. Other information you provide may be disclosed in the following circumstances: (1) in response to a Public Records Act request (Government Code section 6250 and following), as allowed by the Information Practices Act (Civil Code section 1798 and following); (2) to another government agency as required by state or federal law; or (3) in response to a court or administrative order, subpoena or search warrant.

**CERTIFICATION OF BOARD APPROVED REGISTERED DENTAL ASSISTING PROGRAM COMPLETION**

|                 |                |
|-----------------|----------------|
| Applicant Name: | SSN/FEIN/ITIN: |
|-----------------|----------------|

To qualify by completion of a board-approved educational program in registered dental assisting, complete **Sections I and II** of this page, or attach a copy of your diploma/certificate of program completion from the institution to the application.

**Section I:**

|                                   |  |
|-----------------------------------|--|
| Name of Educational Institution:  |  |
| School Street Address:            |  |
| City/Zip:                         |  |
| Name of Dean or Program Director: |  |
| Name of Educational Program*:     |  |

**Section II:**

I hereby declare, under penalty of perjury under the laws of the State of California, that I have personally reviewed the educational institution's records and can verify that the applicant enrolled in the above-named registered dental assisting program\* on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The student **Has Graduated**, or is **Expected to Graduate**\* from the above-named Board-approved RDA program, with a certificate of completion in Dental Assisting on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*\*The Dean, Program Director, or Authorized Official must certify actual graduation. I understand that, in the event the expected date of graduation as indicated above is after the date on which this application is filed, I must certify, in writing to the Dental Board, confirmation of graduation no later than 30 days prior to examination or the applicant will not be allowed to take the exams and will have to re-apply as a first-time applicant during a later exam cycle. I understand all certifications and institutional documents must contain original signatures and be submitted with this application.*

**I hereby declare that the foregoing statements provided by me in Sections I and II above are true and correct.**

\_\_\_\_\_  
CERTIFYING SIGNATURE OF DEAN OR AUTHORIZED OFFICIAL

\_\_\_\_\_  
DATE SIGNED

*Affix School Seal Here*

**CERTIFICATION OF WORK EXPERIENCE AS A DENTAL ASSISTANT**

|                        |                         |
|------------------------|-------------------------|
| <b>Applicant Name:</b> | <b>SSN/FEIN/ITIN #:</b> |
|------------------------|-------------------------|

To qualify by **work experience only**, you must have obtained at least 15 months and 1280 hours of experience as a dental assistant in California or another state (BPC § 1752.1). The work experience hours in a dental office may have paid or unpaid hours as an employee, student or volunteer and must have equaled 15 months and 1280 hours. If the total number of months or hours was obtained by more than one dental office, please have each dentist certify such by completing a separate form. For this reason, this page may be photocopied as needed. The Declaration section below must be completed and certified by a dentist licensed in the United States.

**DECLARATION OF CERTIFYING DENTIST :**

Name of Certifying Licensed Dentist: \_\_\_\_\_

Street Address of Dental office: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I declare that \_\_\_\_\_ was employed by me as a dental assistant, working \_\_\_\_\_ hours per week from \_\_\_\_\_ (MM/DD/YYYY) to \_\_\_\_\_ (MM/DD/YYYY).

*I certify that the experience obtained by the applicant while in my employ was comprised of performing duties specified in Business and Professions Code Section 1750.1 (see page 11 for the allowable duties) in a competent manner.*

**I declare under penalty of perjury under the laws of the State of California that the above is true and correct.**

Signature of Certifying Dentist \_\_\_\_\_

Date Signed \_\_\_\_\_

State in Which Dentist is Licensed \_\_\_\_\_ Dentist License No. \_\_\_\_\_

Office Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_



**CERTIFICATION OF WORK EXPERIENCE AS A DENTAL ASSISTANT**

|                        |                                |
|------------------------|--------------------------------|
| <b>Applicant Name:</b> | <b>Social Security Number:</b> |
|------------------------|--------------------------------|

To qualify by **work experience only**, you must have obtained at least 15 months and 1280 hours of experience as a dental assistant in California or another state (BPC § 1752.1). The work experience hours in a dental office may have paid or unpaid hours as an employee, student or volunteer and must have equaled 15 months and 1280 hours. If the total number of months or hours was obtained by more than one dental office, please have each dentist certify such by completing a separate form. For this reason, this page may be photocopied as needed. The Declaration section below must be completed and certified by a dentist licensed in the United States.

**DECLARATION OF CERTIFYING DENTIST :**

Name of Certifying Licensed Dentist: \_\_\_\_\_

Street Address of Dental office: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I declare that \_\_\_\_\_ was employed by me as a dental assistant, working \_\_\_\_\_ hours per week from \_\_\_\_\_ (MM/DD/YYYY) to \_\_\_\_\_ (MM/DD/YYYY).

*I certify that the experience obtained by the applicant while in my employ was comprised of performing duties specified in Business and Professions Code Section 1750.1 (see page 11 for the allowable duties) in a competent manner.*

**I declare under penalty of perjury under the laws of the State of California that the above is true and correct.**

Signature of Certifying Dentist \_\_\_\_\_

Date Signed \_\_\_\_\_

State in Which Dentist is Licensed \_\_\_\_\_ Dentist License No. \_\_\_\_\_

Office Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_



## Application for Registered Dental Assistant in Extended Functions (RDAEF) Examination and Licensure

|  |
|--|
| Application Fee: \$120.00<br>Examination Fee: \$500.00<br><b>Total Fee: \$620.00</b> |
| <b>APPLICATION FEES ARE<br/>         NON-REFUNDABLE</b>                              |
| Written examination fees will<br>be paid directly to PSI at a<br>later date.         |

|                            |
|----------------------------|
| <i>For Office Use Only</i> |
| Rec # _____                |
| Fee Pd _____               |
| Date<br>Cashiered: _____   |
| Entity # _____             |
| File # _____               |

|                            |
|----------------------------|
| <i>For Office Use Only</i> |
| Date Received              |

(Please Print Clearly or Type)

|   |                             |
|---|-----------------------------|
| 1. SSN/FEIN/ITIN#:  | 2. BIRTH DATE (MM/DD/YYYY): |
| 3. LEGAL NAME: LAST FIRST MIDDLE  |                             |
| 4. LIST ANY OTHER NAMES USED:   |                             |
| 5. MAILING ADDRESS (The address you enter is public information and will be placed on the internet pursuant to B&P Code section 27):  |                             |
| 6. EMAIL ADDRESS:   |                             |
| 7. TELEPHONE (INCLUDING AREA CODE):<br>WORK: HOME:  |                             |
| 8. PREFERRED EXAMINATION LOCATION:<br><input type="checkbox"/> SOUTHERN CALIFORNIA <input type="checkbox"/> NORTHERN CALIFORNIA    MONTH OF EXAM _____                                |                             |
| 9. ALL APPLICANTS ARE REQUIRED TO INCLUDE A COLOR PASSPORT PHOTO, TO BE USED FOR THEIR EXAMINATION BADGE. <b>PLEASE ATTACH PHOTO TO THE APPLICATION, IN THE SPACE PROVIDED BELOW.</b> |                             |
| <div style="border: 1px solid black; width: 200px; height: 150px; margin: 0 auto;"></div>   |                             |

10. HAVE YOU BEEN LICENSED TO PRACTICE DENTAL ASSISTING, DENTAL HYGIENE, DENTISTRY OR ANY OTHER HEALTH PROFESSION IN ANY STATE OR FOREIGN COUNTRY?

NO  YES (If yes, please fill out the information below)

TYPE OF PRACTICE: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

STATE/COUNTRY: \_\_\_\_\_

11. INITIAL APPLICATION ASYLUM QUESTION:

Do any of the following statements apply to you:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

Yes

No

If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

ACCEPTABLE DOCUMENTATION

- Form I-94, Arrival/Departure Record, with an admission class code such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the of "SI" or "SQ."
- Permanent Resident Card (Form I-551), commonly known as a "Green Card," with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

12. INITIAL APPLICATION MILITARY QUESTIONS:

Yes

1. Are you requesting expediting of this application for spouses or domestic partners of an active duty member of the U.S. Armed Forces?

No

2. Are you requesting expediting of this application for honorably discharged members of the U.S. Armed Forces?

Yes

MILITARY SPOUSE OR DOMESTIC PARTNER REQUIREMENTS

No

Note: If you meet the military spouse or domestic partner requirements, please scan and attach the following documentation on the attachments page of this application (you may be asked to submit original documentation):

- Certificate of marriage or domestic partnership or other legal union with an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders.

(Continued on next page)

- Verification of current licensure in another state, district, or territory of the United States in the profession or vocation for which you are seeking licensure.

**MILITARY HONORABLE DISCHARGE REQUIREMENTS**

Note: If you meet the U.S. Armed Forces expedite requirement, please scan and attach a copy of the following documentation on the attachments page of this application:

- DD214 or other supporting documentation.

13. THE FOLLOWING MUST BE COMPLETED BY THE PROGRAM DIRECTOR OF THE REGISTERED DENTAL ASSISTANT IN EXTENDED FUNCTIONS COURSE:

**I hereby declare under penalty of perjury under the laws of the state of California that**

\_\_\_\_\_ began this program on \_\_\_\_\_ and graduated the  
NAME OF APPLICANT MM/DD/YYYY

**Registered Dental Assistant in Extended Functions course named below on** \_\_\_\_\_  
MM/DD/YYYY

\_\_\_\_\_  
SIGNATURE OF DIRECTOR DATE SIGNED

**AFFIX  
SEAL**

\_\_\_\_\_  
PROGRAM NAME

\_\_\_\_\_  
PROGRAM ADDRESS

14. Do you have any pending or have you ever had any disciplinary action taken or charges filed against your dental license or other health related license?

Yes

Include any disciplinary actions taken by the U.S. Military, U.S. Public Health Service or other U.S. federal governmental entity.

No

Disciplinary action includes, but is not limited to, suspension, revocation, probation, confidential discipline, consent order, letter of reprimand or warning, or any other restriction or action taken against a license.

15. Are there any pending investigations by any State or Federal agency against you?

Yes

**If yes, provide a detailed explanation of circumstances surrounding the investigation.**

No

16. Have you ever been denied a dental license or permission to take a dental examination?

Yes

**If yes, provide a detailed explanation of circumstances surrounding the denial and a copy of the document(s).**

No



17. Have you ever surrendered a dental license, either voluntarily or otherwise?

Yes

**If yes, provide a detailed explanation and a copy of all documents relating to the surrender.**

No

**18. EXECUTION OF APPLICATION**

I am the applicant for examination for licensure referred to above. I have read the questions in the foregoing application and have answered them truthfully, fully and completely.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_

SIGNATURE OF APPLICANT

Signed in \_\_\_\_\_ on \_\_\_\_\_

CITY AND STATE

MM/DD/YYYY

**INFORMATION COLLECTION AND ACCESS**

The information requested herein is mandatory and is maintained by Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 916-263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. To comply each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.



9. Initial Application Asylum Question (Yes/No)

Do any of the following statements apply to you:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

ACCEPTABLE DOCUMENTATION

- Form I-94, Arrival/Departure Record, with an admission class code such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the of "SI" or "SQ."
- Permanent Resident Card (Form I-551), commonly known as a "Green Card," with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

10. Initial Application Military Questions (Yes/No)

1. Are you requesting expediting of this application for spouses or domestic partners of an active duty member of the U.S. Armed Forces?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

2. Are you requesting expediting of this application for honorably discharged members of the U.S. Armed Forces?

MILITARY SPOUSE OR DOMESTIC PARTNER REQUIREMENTS

Note: If you meet the military spouse or domestic partner requirements, please scan and attach the following documentation on the attachments page of this application (you may be asked to submit original documentation):

- Certificate of marriage or domestic partnership or other legal union with an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders.
- Verification of current licensure in another state, district, or territory of the United States in the profession or vocation for which you are seeking licensure.

MILITARY HONORABLE DISCHARGE REQUIREMENTS

Note: If you meet the U.S. Armed Forces expedite requirement, please scan and attach a copy of the following documentation on the attachments page of this application:

- DD214 or other supporting documentation.

11. THE FOLLOWING MUST BE COMPLETED BY THE ORTHODONTIC ASSISTANT PROGRAM DIRECTOR:

**I hereby declare under penalty of perjury under the laws of the state of California that**

\_\_\_\_\_ began this program on \_\_\_\_\_ and graduated the  
NAME OF APPLICANT MM/DD/YYYY

Orthodontic course named below on \_\_\_\_\_  
MM/DD/YYYY

\_\_\_\_\_  
SIGNATURE OF DIRECTOR DATE SIGNED

\_\_\_\_\_  
PROGRAM NAME

\_\_\_\_\_  
PROGRAM ADDRESS

**AFFIX  
SEAL**

12. DECLARATION OF CERTIFYING DENTIST

**All applicants must have completed at least 12 months of work experience as a dental assistant. Currently licensed RDA's or RDAEF's do not need to have work experience verification.**

Name of Certifying Licensed Dentist: \_\_\_\_\_  
PRINT OR TYPE NAME

Business Address/City/State/Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

I declare that \_\_\_\_\_ was employed by me as a dental assistant,  
NAME OF APPLICANT

working \_\_\_\_\_ hours per week from \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

I certify that the experience obtained by the applicant while in my employ was comprised of performing duties specified in Business and Professions Code Section 1750.1(a) and (b) during a majority of the experience hours, and that the applicant, in my opinion, is competent to perform allowable Dental Assistant duties. See page 4 for the allowable duties.

**I declare under penalty of perjury under the laws of the State of California that the above is true and correct.**

\_\_\_\_\_  
SIGNATURE OF CERTIFYING DENTIST

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
STATE DENTIST IS LICENSED IN

\_\_\_\_\_  
DENTIST LICENSE NO.

|  |   |
|--|---|
| <p>13. Do you have any pending or have you ever had any disciplinary action taken or charges filed against your dental license or other health related license?</p> <p>Include any disciplinary actions taken by the U.S. Military, U.S. Public Health Service or other U.S. federal governmental entity.</p> <p>Disciplinary action includes, but is not limited to, suspension, revocation, probation, confidential discipline, consent order, letter of reprimand or warning, or any other restriction or action taken against a license.</p> | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
| <p>14. Are there any pending investigations by any State or Federal agency against you?</p> <p><b>If yes, provide a detailed explanation of circumstances surrounding the investigation.</b></p>   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
| <p>15. Have you ever been denied a dental license or permission to take a dental examination?</p> <p><b>If yes, provide a detailed explanation of circumstances surrounding the denial and a copy of the document(s).</b></p>  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
| <p>16. Have you ever surrendered a dental license, either voluntarily or otherwise?</p> <p><b>If yes, provide a detailed explanation and a copy of all documents relating to the surrender.</b></p>  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |

17. EXECUTION OF APPLICATION

I am the applicant for examination for licensure referred to above. I have read the questions in the foregoing application and have answered them truthfully, fully and completely.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE OF APPLICANT

Signed in \_\_\_\_\_ on \_\_\_\_\_

CITY AND STATE MM/DD/YYYY

**INFORMATION COLLECTION AND ACCESS**

The information requested herein is mandatory and is maintained by Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 916-263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. To comply each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.





9. Initial Application Asylum Question (Yes/No)

Do any of the following statements apply to you:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

ACCEPTABLE DOCUMENTATION

- Form I-94, Arrival/Departure Record, with an admission class code such as “RE” (Refugee) or “AY” (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the of “SI” or “SQ.”
- Permanent Resident Card (Form I-551), commonly known as a “Green Card,” with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

10. Initial Application Military Questions (Yes/No)

1. Are you requesting expediting of this application for spouses or domestic partners of an active duty member of the U.S. Armed Forces?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

2. Are you requesting expediting of this application for honorably discharged members of the U.S. Armed Forces?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

MILITARY SPOUSE OR DOMESTIC PARTNER REQUIREMENTS

Note: If you meet the military spouse or domestic partner requirements, please scan and attach the following documentation on the attachments page of this application (you may be asked to submit original documentation):

- Certificate of marriage or domestic partnership or other legal union with an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders.
- Verification of current licensure in another state, district, or territory of the United States in the profession or vocation for which you are seeking licensure.

MILITARY HONORABLE DISCHARGE REQUIREMENTS

Note: If you meet the U.S. Armed Forces expedite requirement, please scan and attach a copy of the following documentation on the attachments page of this application:

- DD214 or other supporting documentation.



11. THE FOLLOWING MUST BE COMPLETED BY THE DENTAL SEDATION ASSISTANT PROGRAM DIRECTOR:

I hereby declare under penalty of perjury under the laws of the state of California that

\_\_\_\_\_ began this program on \_\_\_\_\_ and graduated the  
NAME OF APPLICANT MM/DD/YYYY

Dental Sedation Course named below on \_\_\_\_\_  
MM/DD/YYYY

\_\_\_\_\_  
SIGNATURE OF DIRECTOR DATE SIGNED

\_\_\_\_\_  
PROGRAM NAME

\_\_\_\_\_  
PROGRAM ADDRESS

**AFFIX  
SEAL**

12. DECLARATION OF CERTIFYING DENTIST

**All applicants must have completed at least 12 months of work experience as a dental assistant. Currently licensed RDA's or RDAEF's do not need to have work experience verification.**

Name of Certifying Licensed Dentist: \_\_\_\_\_  
PRINT OR TYPE NAME

Business Address/City/State/Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

I declare that \_\_\_\_\_ was employed by me as a dental assistant,  
NAME OF APPLICANT  
working \_\_\_\_\_ hours per week from \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

I certify that the experience obtained by the applicant while in my employ was comprised of performing duties specified in Business and Professions Code Section 1750.1(a) and (b) during a majority of the experience hours, and that the applicant, in my opinion, is competent to perform allowable Dental Sedation Assistant duties. See page 4 for the allowable duties.

**I declare under penalty of perjury under the laws of the State of California that the above is true and correct.**

\_\_\_\_\_  
SIGNATURE OF CERTIFYING DENTIST

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
STATE DENTIST IS LICENSED IN

\_\_\_\_\_  
DENTIST LICENSE NO.

|  |   |
|--|---|
| <p>13. Do you have any pending or have you ever had any disciplinary action taken or charges filed against your dental license or other health related license?</p> <p>Include any disciplinary actions taken by the U.S. Military, U.S. Public Health Service or other U.S. federal governmental entity.</p> <p>Disciplinary action includes, but is not limited to, suspension, revocation, probation, confidential discipline, consent order, letter of reprimand or warning, or any other restriction or action taken against a license.</p> | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
| <p>14. Are there any pending investigations by any State or Federal agency against you?</p> <p><b>If yes, provide a detailed explanation of circumstances surrounding the investigation.</b></p>   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
| <p>15. Have you ever been denied a dental license or permission to take a dental examination?</p> <p><b>If yes, provide a detailed explanation of circumstances surrounding the denial and a copy of the document(s).</b></p>  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
| <p>16. Have you ever surrendered a dental license, either voluntarily or otherwise?</p> <p><b>If yes, provide a detailed explanation and a copy of all documents relating to the surrender.</b></p>  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |

17. EXECUTION OF APPLICATION

I am the applicant for examination for licensure referred to above. I have read the questions in the foregoing application and have answered them truthfully, fully and completely.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

Signed in \_\_\_\_\_ on \_\_\_\_\_

CITY AND STATE MM/DD/YYYY

**INFORMATION COLLECTION AND ACCESS**

The information requested herein is mandatory and is maintained by Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 916-263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. To comply each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.