

Dental Board of California

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Today's Topics

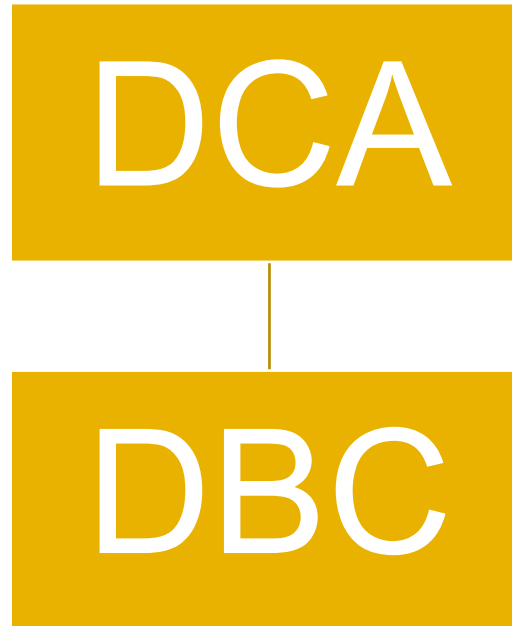
- The Department of Consumer Affairs (DCA)
- The Dental Board of California (DBC)
- The Dental Assisting Licensing and Examination Program
- The Application for RDA Licensure and Examination
- Common Application Oversights
- New Certificate of Completion Requirements



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Department of Consumer Affairs (DCA)



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Who is DCA?

DCA is one of 12 entities overseen by the Business, Consumer Services and Housing Agency.



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What does DCA do?

- Protects and serves California consumers.
- Provides support services, oversight, and innovative solutions.
- Administers over 3.9 million licenses in 280 license types, including permits, certificates, and registrations.
- Licensing entities under DCA's jurisdiction set and enforce minimum qualifications for regulated professionals, establishments, and businesses.



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DCA's Mission

Provide outstanding support services, oversight, and innovative solutions to boards and bureaus that regulate California professionals and vocations so that through this partnership all Californians are informed, empowered, and protected.



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DCA's Vision

Together, protecting California consumers.



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About the Dental Board of California (DBC)

The DBC is responsible for setting the duties and functions for over 110,000 dental practitioners:

- Dentists (DDS)
- Registered dental assistants (RDA)
- Registered dental assistants in extended functions (RDAEF)
- Various permits



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DBC's Mission and Vision

Mission

To protect and promote the health and safety of consumers of the State of California.

Vision

Be the leader in public protection, promotion of oral health, and access to care.



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DBC Licensing Units

- Licensing and Examination Unit
- Anesthesia Unit
- License and Program Compliance Unit
- Dental Assisting Licensing and Examination Program (Dental Assisting)



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License and Program Compliance Unit

This unit is responsible for reviewing program and course applications, conducting site visits, and performing continuing education audits.



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Dental Assisting Program

- RDA - Registered Dental Assistant
- RDAEF - Registered Dental Assistant in Extended Functions
- OA - Orthodontic Assistant Permit
- DSA - Dental Sedation Assistant Permit



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RDA Application Process

- What's New?
- Pathway Information and Requirements
- Certificates of Completion, Basic Life Support (BLS), Fingerprinting
- Common Application Oversights
- Processing Timeframes



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What's New in the RDA Application?

- **New Pathways**
 - **Certified Dental Assistant as issued by DANB**
 - **Alternative Dental Assisting Program**
 - **Preceptorship in Dental Assisting**
- **New Forms**
- **Elimination of Certification of Board Approved Registered Dental Assisting Program Completion (RDA2) Form**
- **Pit and Fissure Sealants Course Completion Certificate Required as of July 1, 2025**
- **Expiration Dates for Course Certificates**
- **New Certificate of Completion Requirements**
- **When to Fingerprint**



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RDA Application - Pathway Options

There are six (6) pathway options available:

1. RDA Program Completion
2. Work Experience
3. Blended Education and Work Experience
4. Certified Dental Assistant
5. Alternative Dental Assisting Program
6. Preceptorship



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RDA Program Completion Pathway

Must Include the following:

1. **Certificate of completion from a board-approved RDA program.**

As of July 1, 2025, we will no longer be accepting the Certification of Board Approved Registered Dental Assisting Program Completion (RDA2) Form or letters.

2. **Certification in the following courses:**

- a) **Coronal Polishing** - Must be completed within **5 years** from the date of application
- b) **Radiation Safety** - Must be completed within **10 years** from the date of application
- c) **Pit and Fissure Sealants** - Must be completed within **5 years** from the date of application
- d) **2-hour Dental Practice Act Course** - Must be completed within **2 years** from the date of application
- e) **8-hour Infection Control Course** - Must be completed within **2 years** from the date of application
- f) **Basic Life Support (BLS)** - Must be current



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Work Experience Pathway

Must Include the following:

1. **Completion of fifteen (15) months and 1280 hours of qualifying work experience.**
As of July 1, 2025, there will be a new certification form.
2. **Certification in the following courses:**
 - a) **Coronal Polishing** - Must be completed within **5 years** from the date of application
 - b) **Radiation Safety** - Must be completed within **10 years** from the date of application
 - c) **Pit and Fissure Sealants** - Must be completed within **5 years** from the date of application
 - d) **2-hour Dental Practice Act Course** - Must be completed within **2 years** from the date of application
 - e) **8-hour Infection Control Course** - Must be completed within **2 years** from the date of application
 - f) **Basic Life Support (BLS)** - Must be current



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Blended Education and Work Experience Pathway

Must Include the following:

1. **Completion of fifteen (15) months and 1280 hours of qualifying work experience and education from a dental assisting program approved by the Dept. of Education, a secondary institution, ROC, or ROP program not approved by the Board.**

As of July 1, 2025, there will be a new certification form.

2. **Certification in the following courses:**

- a) **Coronal Polishing** - Must be completed within **5-years** from the date of application
- b) **Radiation Safety** - Must be completed within **10-years** from the date of application
- c) **Pit and Fissure Sealants** - Must be completed within **5-years** from the date of application
- d) **2-hour Dental Practice Act Course** - Must be completed within **2-years** from the date of application
- e) **8-hour Infection Control Course** - Must be completed within **2-years** from the date of application
- f) **Basic Life Support (BLS)** - Must be current



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Certified Dental Assistant Pathway

Must Include the following:

- 1. Evidence that applicant has a current, valid certification as a certified dental assistant and successfully passed the general chairside assisting, radiation health and safety, and infection control examinations administered by the Dental Assisting National Board**
- 2. Certification in the following courses:**
 - a) Coronal Polishing** - Must be completed within **5 years** from the date of application
 - b) Radiation Safety** - Must be completed within **10 years** from the date of application
 - c) Pit and Fissure Sealants** - Must be completed within **5 years** from the date of application
 - d) 2-hour Dental Practice Act Course** - Must be completed within **2 years** from the date of application
 - e) 8-hour Infection Control Course** - Must be completed within **2 years** from the date of application
 - f) Basic Life Support (BLS)** - Must be current



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Alternative Dental Assisting Program Pathway

Must Include the following:

1. Completion of an alternative dental assisting program that includes the following:
 - a) At least 500 hours of didactic and laboratory coursework in dental assisting related topics as defined in BPC 1752.1 (a)(4)(A).
 - b) At least 300 hours of clinical chairside work experience involving the duties described in BPC 1750.1, that was directly supervised, evaluated, and documented by a supervising licensed dentist.

As of July 1, 2025, there will be a new certification form.

1. Certification in the following courses:
 - a) **Coronal Polishing** - Must be completed within **5 years** from the date of application
 - b) **Radiation Safety** - Must be completed within **10 years** from the date of application
 - c) **Pit and Fissure Sealants** - Must be completed within **5 years** from the date of application
 - d) **2-hour Dental Practice Act Course** - Must be completed within **2 years** from the date of application
 - e) **8-hour Infection Control Course** - Must be completed within **2 years** from the date of application
 - f) **Basic Life Support (BLS)** - Must be current



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Preceptorship Pathway

Must Include the following:

1. Completion of a preceptorship in dental assisting that includes the following:
 - a) At least 500 hours of clinical chairside work experience involving the duties described in BPC 1750.1, that was directly supervised, evaluated, and documented by a preceptor (CA licensed dentist).
 - b) At least 300 hours of coursework in dental assisting related topics as specified in BPC 1752.1 (a)(5)(B)(i-iii).

As of July 1, 2025, there will be a new certification form.

2. Certification in the following courses:
 - a) **Coronal Polishing** - Must be completed within **5 years** from the date of application
 - b) **Radiation Safety** - Must be completed within **10 years** from the date of application
 - c) **Pit and Fissure Sealants** - Must be completed within **5 years** from the date of application
 - d) **2-hour Dental Practice Act Course** - Must be completed within **2 years** from the date of application
 - e) **8-hour Infection Control Course** - Must be completed within **2 years** from the date of application
 - f) **Basic Life Support (BLS)** - Must be current



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When to Fingerprint?

The Board no longer accepts fingerprints completed before an application has been submitted. A Live Scan form will now be provided to the applicant once their application has been processed. The applicant should then go to a Live Scan location and get fingerprinted. We cannot license an applicants until their fingerprints have been received, and their results have been reviewed.



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Course Certificate Requirements

All course certificates are required to include the following:

- Participant's name,
- Name of the course or program completed,
- Name of the course or program provider,
- Board-Issued Approval Number,
- Date or date range of completion of the course or program,
- Number of completed hours of the course or program, and
- Signature of the course or program provider, director, administrator, or their designee.
- CE courses such as the Dental Practice act, have additional requirements in CCR 1016 (h).



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RDA Program - Sample Certificate

[NAME OF PROGRAM/COURSE]

[PROGRAM/COURSE FACILITY ADDRESS]

CERTIFICATE OF COMPLETION

This certifies that

[PARTICIPANT'S NAME]

Has Successfully completed the

REGISTERED DENTAL ASSISTING PROGRAM [NAME OF PROGRAM]

800 Hours [NUMBER OF PROGRAM HOURS]

December 10, 2025 – August 1, 2025

DATE(S) OF COMPLETION OF PROGRAM

Which included successful completion of the following courses:

Coronal Polishing [Number of Hours], Radiation Safety [Number of Hours], Pit and Fissure Sealants [Number of Hours], the Dental Practice Act [Number of Hours], and Infection Control [Number of Hours]

[SIGNATURE OF THE PROGRAM PROVIDER, DIRECTOR, ADMINISTRATOR, OR THEIR DESIGNEE]

[BOARD ISSUED APPROVAL NUMBER]



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CONSUMER
AFFAIRS

Stand-alone Course - Sample Certificate

[NAME OF PROGRAM/COURSE]

[PROGRAM/COURSE FACILITY ADDRESS]

CERTIFICATE OF COMPLETION

This certifies that

[PARTICIPANT'S NAME]

Has Successfully completed the

CORONAL POLISHING COURSE [NAME OF COURSE]

12 Hours [NUMBER OF COURSE HOURS]

December 10, 2025 – December 11, 2025

DATE(S) OF COMPLETION OF COURSE

[SIGNATURE OF THE PROGRAM PROVIDER, DIRECTOR, ADMINISTRATOR, OR THEIR DESIGNEE]

[BOARD ISSUED APPROVAL NUMBER]



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Dental Practice Act Course - Sample Certificate

CERTIFICATION OF COMPLETION OF CONTINUING EDUCATION COURSE	
11-DIGIT COURSE REGISTRATION NUMBER: 02-1234-25001	
PROVIDER NAME: Sample Dental Assisting, Inc.	APPROVAL NUMBER: RP1234
COURSE NAME: Dental Practice Act	DATE(S) OF ATTENDANCE/COMPLETION: May 2, 2025
NUMBER OF COMPLETED HOURS: 2	UNITS EARNED: 2
PARTICIPANT'S NAME: Jane Doe	LICENSE/ PERMIT NUMBER: RDA 12345
<p>All of the information contained on this certificate is truthful and accurate.</p> <p>Completion of this course does not constitute authorization for the attendee to perform any services that he or she is not legally authorized to perform based on his or her license or permit type.</p> <p>This course meets the Dental Board of California's requirements for [number of] units of continuing education.</p>	
PROVIDER'S SIGNATURE:	DATE:
LICENSEE SIGNATURE:	DATE:



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Common Application Oversights



- Incomplete mailing address
- No email address provided
- Pathway document/s are incomplete or not submitted
- BLS course not taught by an approved provider
- Missing, incomplete, or incorrect course certificates



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Basic Life Support (BLS)

Needs to be a course in Basic Life Support.

- CPR/AED is NOT acceptable.

BLS Certificate must be issued by:

- American Red Cross (ARC)
- American Heart Association (AHA)
- American Safety and Health Institute (ASHI)
- A provider approved by the American Dental Association Continuing Education Recognition Program (CERP)
- A provider approved by the Academy of General Dentistry's Program Approval for Continuing Education (PACE)



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Processing Timeframe

Standard processing time for applications is 30 days. Notification will be mailed to the address the applicant provided on the application. The notification will inform the applicant of their status. Applications submitted without all the required documentation will be considered deficient. Applicants have one year to respond to the deficiency notice, from the date of notification.



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Continuing Education (CE) Requirements

CE requirements for renewal of a license or permit are outlined in [California Code of Regulations, title 16, sections 1016 and 1017](#) .



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CE Requirements, continued

- Take courses during your current renewal cycle.
- No more than 50% can be self-study.
- Take mandatory courses through a Board-approved mandatory course provider.
- Retain your CE course records for 3 renewal cycles, in the event of an audit.



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Approved Mandatory Course Providers

To verify that a Registered Provider is approved to teach the mandatory course they are offering, consult the lists of approved providers using the links below. Registered Providers must renew every two years, and the lists are updated monthly. It is important to verify that the information is current because the status of a provider can change. The lists below include the Name, Permit Status, Expiration Date, and Address of Record of each Registered Provider.

- [California Infection Control](#)
- [California Dental Practice Act](#)
- [Responsibilities and Requirements of Prescribing Schedule II Opioids \(Dentist only\)](#)



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BLS Course Credit and Requirements

- A maximum of 4 units will be awarded for completion of a qualifying BLS course.
- Online courses will not be accepted for the BLS requirement. The course must include a live, in-person skills practice session, a skills test, and a written examination.



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Mandatory Courses in BLS

- American Red Cross (ARC)
- American Heart Association (AHA)
- American Safety and Health Institute (ASHI)
- American Dental Association Continuing Education Recognition Program (CERP)
- Academy of General Dentistry Program Approval for Continuing Education (PACE)



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CE Audits

DBC is conducting random CE audits of active licensees each month.

What Should Licensees Expect?



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CE Audits

- DBC will mail audit notices to the address of record (AOR) of randomly selected licensees.
- If you are selected, you will have 30 days from the date of notice to respond with all requested CE documentation.
- You can be cited for failing to respond to the notice or not having completed the required CE.



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DBC Program and Course Site Visits

Updates regarding the review of program and course applications and related site visits are provided regularly at the quarterly Dental Assisting Council Meetings. Please tune into the May 14, 2025 meeting for the latest information.




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Contact Us

Contact the Dental Assisting Program by email at
DA.Program@dca.ca.gov.

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Building collaborative bridges



General Questions?

Note: Individual application questions will not be addressed due to privacy requirements.



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