



STATE OF IOWA

IOWA DENTAL BOARD

TERRY E. BRANSTAD, GOVERNOR
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EXECUTIVE DIRECTOR

November 19, 2012

Homestead Schools, Inc.
Vijay Fadia
23800 Hawthorne Bl. #200
Torrance, CA 90505

To Whom It May Concern:

This is to advise you that the Iowa Dental Board has APPROVED your application as a sponsor of continuing education courses and programs. Your sponsor status will be effective through August 31, 2014. Enclosed for your review is a copy of Iowa Administrative Code 650—Chapter 25. IAC 650—Chapter 25 includes information relative to requirements for continuing education courses and sponsors.

Please note: Due to a new interpretation of the Open Meetings Laws, by the Attorney General's Office, the Continuing Education Advisory Committee can no longer conduct its business by email. The committee must hold formal meetings, which are open to the public. When seeking prior approval of a continuing education course, please allow 90 days for review and recommendation by the committee, and final decision by the Board.

The committee has scheduled quarterly meetings through 2013. Additional meeting dates will be scheduled in the near future. The meeting dates shall be posted to the Board's website when available.

The members of the Board have recommended that you indicate whether courses are eligible for credit in your course materials and flyers. Please indicate the number of continuing education hours, which have been awarded. If a course has been submitted for review and you have not yet received a final decision of the Board, please indicate this in the course materials. This will allow licensees and registrants to make informed decisions regarding course registration.

Keep the following in mind when offering continuing education courses:

- Hours of continuing education credit may be obtained by attending or participating in a continuing education activity, either previously approved by the Board or which otherwise meets the requirement herein and is approved by the Board pursuant to subrule 25.3(5).
- Licensees and registrants are responsible for obtaining proof of attendance forms when attending courses. Clock hours must be verified by the sponsor with the issuance of proof of attendance forms to the licensee or registrant.

- CPR certification courses *must* include a clinical component to be eligible for credit. Licensees and registrants are ~~allowed to claim~~ up to 3 hours of continuing education credit for recertification of their CPR.
- Self-study activities shall result in a maximum of 12 hours of credit per biennium.
- Original presentation of continuing dental education courses shall result in credit double that which the participant receives. Credit will *not* be granted for repeating presentations within the biennium. Credit is *not* given for teaching that represents part of the licensee's or registrant's normal academic duties as a full-time or part-time faculty member or consultant.
- Pursuant to IAC 650 – 25.3(6), application for post-approval of a course must be submitted within 60 days of the course to the Board.
- Fees will not be assessed to prior-approved sponsors for review of continuing education courses.
- Courses in Iowa jurisprudence are eligible for credit only when the courses have been prior-approved by the Board.
- Unacceptable subject matter includes personal development, business aspects of practice, personnel management, government regulations, insurance, collective bargaining, and community service presentations. While desirable, those subjects are not applicable to dental skills, knowledge, and competence. Therefore, such courses will receive no credit towards renewal. The Board may deny credit for any course.
- The persons or organization sponsoring continuing education activities shall make a written record of the Iowa licensees or registrants in attendance and maintain those records for no less than 5 years.
- Approved sponsors may offer noncredit courses provided the participants have been informed that no credit will be given.

Please be advised that any program you may sponsor teaching expanded functions for dental assistants needs to be submitted to the Continuing Education Advisory Committee for review. Requirements for expanded functions courses are addressed in Iowa Administrative Code 650—20.15.

If you have any questions relative to credit hours awarded for individual programs with questionable subject matter, please visit the Board's website, www.dentalboard.iowa.gov, or contact this office for the proper forms.

Sincerely,



Christel Braness
Administrative Assistant

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Enclosure: IAC 650 – Chapter 25