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Initial Licensure	Successful passage of a board-approved clinical examination within the
Examination	previous five-year period:
Requirements	American Board of Dental Examiners (ADEX, CDCA-WREB-CITA),
	CRDTS+SRTA.
	DLOSCE + Manikin exam, via rule waiver
	2014 California portfolio examination - Beginning January 1, 2018, the 2014
	California portfolio examination is approved by the board for the purposes of
	licensure by examination. To be eligible for licensure on the basis of portfolio
	examination, an applicant must be a student at the University of Iowa College of
	Dentistry or have graduated from the University of Iowa College of Dentistry
	within one year of the date of application.
	Source: <u>Iowa Dental Board Website</u>
General	<u>lowa Administrative Code 650—11.2(147,153) Dental licensure by</u>
Licensure	examination.
Requirements	11.2(1) Applications for licensure by examination to practice dentistry in this
	state shall be made on the form provided by the board and must be completely
	answered, including required credentials and documents. An applicant who has
	held a dental license issued in another state for one year or longer must apply for
	licensure by credentials pursuant to rule 650—11.3(153).
	11.2(2) Applications for licensure must be filed with the board along with:
	a. Documentation of graduation from dental college. Satisfactory evidence of
	graduation with a DDS or DMD from an accredited dental college approved by the
	board or satisfactory evidence of meeting the requirements specified in rule 650—
	11.4(153).
	b. Certification of good standing from dean or designee. Certification by the
	dean or other authorized representative of the dental school that the applicant has
	been a student in good standing while attending that dental school.
	c. Documentation of passage of national dental examination. Evidence of
	successful passage of the examination administered by the Joint Commission on
	National Dental Examinations.
	d. Documentation of passage of a clinical examination. Successful passage
	of a board-approved clinical examination within the previous five-year period.
	(1) The following patient-based regional clinical examinations are approved by the
	board for purposes of licensure by examination: the Central Regional Dental
	Testing Service, Inc. examination as administered by the Central Regional
	Dental Testing Service, Inc. (CRDTS), the Western Regional Examining
	Board examination as administered by the Western Regional Examining Board
	(WREB), the Southern Regional Testing Agency, Inc. examination as
	administered by the Southern Regional Testing Agency, Inc. (SRTA), and
	the American Board of Dental Examiners, Inc. examination as administered by
	the Commission on Dental Competency Assessments (CDCA) and the Council of
	Interstate Testing Agencies, Inc. (CITA).
	(2) The following manikin-based regional clinical examinations are approved by
	the board for purposes of licensure by examination: the Central Regional Dental
	. I. Tarad'a a Carad'a a fara a carada a carada a carada da da da da a fara da a Carada a Carada a Carada a Ca

The ADA attempts to keep this information current based on information from state dental boards, clinical testing agencies and state dental associations. Individuals seeking dental licensure should consult with the state board of dentistry and their professional advisors for the complete and most recent dental licensure information, application requirements, forms and fees.

examination as administered by the Central Regional

Examiners, Inc. examination as administered by the Commission on Dental

(3) Beginning January 1, 2018, the 2014 California portfolio examination is

(CRDTS), and the American Board of Dental

Testing Service, Inc.

Dental Testing Service, Inc.

Competency Assessments (CDCA).

approved by the board for the purposes of licensure by examination. To be eligible for licensure on the basis of portfolio examination, an applicant must be a student at the University of Iowa College of Dentistry or have graduated from the University of Iowa College of Dentistry within one year of the date of application.

- e. Explanation of any legal or administrative actions. A statement disclosing and explaining any disciplinary actions, investigations, complaints, malpractice claims, judgments, settlements, or criminal charges.
- f. Payment of application, fingerprint and background check fees. The nonrefundable application fee, plus the fee for the evaluation of the fingerprint packet and the criminal history background checks by the Iowa division of criminal investigation (DCI) and the Federal Bureau of Investigation (FBI), as specified in 650—Chapter 15.
- g. Documentation of passage of jurisprudence examination. Evidence of successful completion of a board-approved jurisprudence examination with a grade of at least 75 percent.
 - h. Current CPR certification. A statement:
- (1) Confirming that the applicant possesses a valid certificate from a nationally recognized course in cardiopulmonary resuscitation (CPR) that included a "hands-on" clinical component;
 - (2) Providing the expiration date of the CPR certificate; and
- (3) Acknowledging that the CPR certificate will be retained and made available to board office staff as part of routine auditing and monitoring.
- *i.* Completed fingerprint packet. A completed fingerprint packet to facilitate a criminal history background check by the DCI and FBI.
- **11.2(3)** The board may require a personal appearance or any additional information relating to the character, education and experience of the applicant.
- **11.2(4)** Applications must be signed and verified as to the truth of the statements contained therein.

This rule is intended to implement Iowa Code sections 147.3, 147.29, and 147.34.

License by Credential/ Endorsement Requirements

Code of Iowa 153.21 License by credentials.

The board may issue a license under this chapter without examination to an applicant who furnishes satisfactory proof that the applicant meets all of the following requirements:

- 1. Holds a license from a similar dental board of another state, territory, or district of the United States under requirements equivalent or substantially equivalent to those of this state.
- 2. Has satisfied at least one of the following:
- a. Passed an examination administered by a regional or national testing service, which examination has been approved by the dental board in accordance with section 147.34, subsection 1.
- b. Has for three consecutive years immediately prior to the filing of the application in this state been in a legal practice of dentistry or dental hygiene in such other state, territory, or district of the United States.
- 3. Furnishes such other evidence as to the applicant's qualifications and lawful practice as the board may require.

Iowa Administrative Code 650.11.3 (153) Dental licensure by credentials.

11.3(1) Applications for licensure by credentials to practice dentistry in this state shall be made on the form provided by the board and must be completely answered, including required credentials and documents.

11.3(2) Applications must be filed with the board along with:

- a. Satisfactory evidence of graduation with a DDS or DMD from an accredited dental college approved by the board or satisfactory evidence of meeting the requirements specified in rule 650—11.4(153).
- b. Evidence of successful passage of the Joint Commission on National Dental Examinations. Any dentist who has lawfully practiced dentistry in another state or territory for five years may be exempted from presenting this evidence.
- c. A statement of any dental examinations taken by the applicant, with indication of pass/fail for each examination taken. Any dentist who has lawfully practiced dentistry in another state or territory for five or more years may be exempted from presenting this evidence.
- d. Evidence of a current, valid license to practice dentistry in another state, territory or district of the United States issued under requirements equivalent or substantially equivalent to those of this state.
 - e. Evidence that the applicant has met at least one of the following:
- (1) Has less than three consecutive years of practice immediately prior to the filing of the application and evidence of successful passage of a board-approved clinical examination pursuant to subrule 11.2(2) within the previous five-year period; or
- (2) Has for three consecutive years immediately prior to the filing of the application been in the lawful practice of dentistry in such other state, territory or district of the United States.
- f. Evidence from the state board of dentistry, or equivalent authority, from each state in which applicant has been licensed to practice dentistry, that the applicant has not been the subject of final or pending disciplinary action.
- g. A statement disclosing and explaining any disciplinary actions, investigations, malpractice claims, complaints, judgments, settlements, or criminal charges, including the results of a self-query of the National Practitioner Data Bank (NPDB).
- *h.* The nonrefundable application fee for licensure by credentials, plus the fee for the evaluation of the fingerprint packet and the criminal history background checks by the Iowa division of criminal investigation (DCI) and the Federal Bureau of Investigation (FBI), as specified in 650—Chapter 15.
 - i. Current CPR certification. A statement:
- (1) Confirming that the applicant possesses a valid certificate from a nationally recognized course in cardiopulmonary resuscitation (CPR) that included a "hands-on" clinical component;
 - (2) Providing the expiration date of the CPR certificate; and
- (3) Acknowledging that the CPR certificate will be retained and made available to board office staff as part of routine auditing and monitoring.
- *j.* Evidence of successful completion of a board-approved jurisprudence examination with a grade of at least 75 percent.
- *k.* A completed fingerprint packet to facilitate a criminal history background check by the DCI and FBI.
- **11.3(3)** The board may require a personal appearance or may require any additional information relating to the character, education, and experience of the applicant.
- **11.3(4)** The board may also require such examinations as may be necessary to evaluate the applicant for licensure by credentials.
 - **11.3(5)** Applications must be signed and verified attesting to the truth of the

statements contained therein.

This rule is intended to implement lowa Code chapters 147 and 153.

11.3(6) A dentist who is licensed in another jurisdiction but who is unable to satisfy the requirements for licensure by credentials may apply for licensure by verification, if eligible, in accordance with rule 650—11.12(272C).

650—11.14(272C) Licensure by verification. Licensure by verification is available in accordance with the following: 11.14(1) Eligibility. A dentist or dental hygienist may seek licensure by verification if the person is currently licensed as a dentist or dental hygienist in at least one other jurisdiction that has a scope of practice substantially similar to that of Iowa. 11.14(2) Board application. The applicant must submit the following: a. A completed application for licensure. IAC 3/8/23 Dental Board[650] Ch 11, p.11 b. c. and FBI. d. Payment of the application fee. A completed fingerprint packet to facilitate a criminal history background check by the DCI A verification form, completed by the licensing authority in the jurisdiction that issued the applicant's license, verifying that the applicant's license in that jurisdiction complies with the requirements of Iowa Code section 272C.12. The completed verification form must be sent directly from the licensing authority to the board. e. Evidence of successful completion of aboard-approved jurisprudence examination with a grade of at least 75 percent. f. g. Copies of complete criminal record, if the applicant has a criminal history. A copy of the relevant disciplinary documents, if another jurisdiction has taken disciplinary action against the applicant. h. i. A written statement from the applicant detailing the scope of practice in the other state. Copies of relevant laws setting forth the scope of practice in the other state. 11.14(3) Applicants with prior discipline. If another jurisdiction has taken disciplinary action against an applicant, the board will determine whether the cause for the disciplinary action has been corrected and the matter has been resolved. If the board determines the disciplinary matter has not been resolved, the board will neither issue a license nor deny the application for licensure until the matter is resolved. A person who has had a license revoked, or who has voluntarily surrendered a license, in another jurisdiction is ineligible for licensure by verification. 11.14(4) Applicants with pending complaints or investigations. If an applicant is currently the subject of a complaint, allegation, or investigation relating to unprofessional conduct pending before any regulating entity in another jurisdiction, the board will neither issue a license nor deny the application for licensure until the complaint, allegation, or investigation is resolved. 11.14(5) Temporary licenses. Applicants who satisfy all requirements for a license under this rule except for passing the jurisprudence examination may be issued a temporary license in accordance with the following: a. A temporary license is valid for a period of three months. b.A temporary license may be renewed once for an additional period of three months if the applicant has not failed the jurisprudence examination. c. A temporary licensee shall display the board-issued license renewal card that indicates the license is a temporary license, which will satisfy the requirements in rule 650-10.2(147,153). d. The temporary licensee must submit proof of passing the jurisprudence examination before the temporary license expires. When the temporary licensee submits proof of passing the jurisprudence examination, the temporary license will convert to a standard license and be assigned an expiration date consistent with standard licenses. e. If the temporary licensee does not submit proof of passing the jurisprudence examination prior to the expiration of the temporary license, the

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	nnorary licensee must cease practice until a standard license is issued. This l
	nporary licensee must cease practice until a standard license is issued. This e is intended to implement lowa Code section 272C.12.
	wa Administrative Code 650—26.4(153) Public representation.
	advertisements and public representations shall contain the name and
	dress or telephone number of the practitioner who placed the ad.
Advertising	26.4(1) If one's practice is referred to in the advertisement, the ad may
sta	ate either "general/family practice" or "specialist," "specializes," or
	pecializing." A dentist advertising or representing oneself as a specialist must
	mply with the other provisions of this rule.
	26.4(2) A dentist may advertise as a specialist if the dentist meets the
sta	andards set forth in this rule.
	a. The dentist wishing to advertise as a specialist must be a
dip	plomate of, or board-eligible for, a national certifying board of a specialty
red	cognized by the American Dental Association (ADA), or a diplomate of a board
red	cognized by the American Board of Dental Specialties (ABDS); and
	b. The indicated area of specialty must be board-approved. Board-
	proved ADA specialties are as follows: dental public health, endodontics, oral
	d maxillofacial pathology, oral and maxillofacial surgery, orofacial pain,
	hodontics and dentofacial orthopedics, pediatric dentistry, periodontics,
	osthodontics and oral and maxillofacial radiology. Board-approved ABDS
	ecialties are as follows: oral implantology/implant dentistry, oral medicine,
Ord	ofacial pain, and anesthesiology. 26.4(3) A certifying board may apply for a new area of specialty to
ha	come board-approved by submitting information regarding the area of
	ecialty, including an explanation of how the proposed specialty is within the
	ope of practice of dentistry in Iowa, and proof of the following:
	a. The proposed specialty is separate and distinct from any
pre	eexisting specialty recognized by the board or combination of board-
	cognized dental specialties;
	b. The proposed specialty is a distinct and well-defined field which
red	quires unique knowledge and skills beyond those commonly possessed by
de	ntal school graduates;
	c. The certifying board is an independent entity that is comprised
	licensed dentists, whose membership is reflective of the proposed specialty,
	d that is incorporated and governed solely by the licensed dentists/board
me	embers;
	d. The certifying board has a permanent headquarters and staff;
lia	e. The certifying board has issued diplomate certificates to ensed dentists for at least five years;
l lice	
l ev	f. The certifying board requires passing an oral and written amination based on psychometric principles that tests the applicant's
	owledge and skill in the proposed specialty;
	g. The certifying board requires all dentists who seek certification
l in t	the proposed specialty to have successfully completed a specified, objectively
	rifiable amount of post-DDS or -DMD education and experience that is
	propriate for the proposed specialty area, as determined by the board; and
	h. The certifying board's website that includes online resources for
	e consumer to verify the certifying board's certification requirements and a list
	the names and addresses of the dentists who have been awarded certification
by	the board shall be made available for public access.
	26.4(4) The use of the terms "specialist," "specializes," "orthodontist,"
"or	al and maxillofacial surgeon," "oral and maxillofacial radiologist,"
	eriodontist," "pediatric dentist," "prosthodontist," "endodontist," "oral

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pathologist," "public health dentist," "dental anesthesiologist," or other similar terms which imply that the dentist is a specialist may only be used by a licensed dentist meeting the requirements of this rule. A dentist who advertises as a specialist must avoid any implication that other dentists associated with the same practice are specialists unless the dentists also meet all of the requirements of this rule.

26.4(5) The term "diplomate" or "board-certified" may only be used by a dentist who has successfully completed the qualifying examination of the appropriate certifying board of one or more of the specialties recognized by the ADA or the ABDS, or as otherwise permitted pursuant to these rules.

26.4(6) A dentist advertising as a specialist pursuant to these rules shall include the name of the national certifying board and the name of the entity which recognizes the board in the advertisement.

26.4(7) A dentist may advertise the areas in which the dentist practices, including, but not limited to, specialty services, using other descriptive terms such as "emphasis on ______" or other similar terms, as long as all other provisions of these rules regarding advertising are met.

Continuing Education

<u>lowa Administrative Code 650 Chapter 25 Continuing Education</u>
650—25.1(153) Definitions. For the purpose of this chapter, these definitions shall apply:

"Advisory committee" means a committee on continuing education formed to review and advise the board with respect to applications for approval of sponsors or activities. The committee's members shall be appointed by the board and consist of at least one member of the board, two licensed dentists with expertise in the area of professional continuing education, two licensed dental hygienists with expertise in the area of professional continuing education, and two registered dental assistants with expertise in the area of professional continuing education. The advisory committee on continuing education may recommend approval or denial of applications or requests submitted to it pending final approval or disapproval of the board at its next meeting. "Board" means the dental board.

"Continuing dental education" consists of education activities designed to review existing concepts and techniques and to update knowledge on advances in dental and medical sciences. The objective of continuing dental education is to improve the knowledge, skills, and ability of the individual to deliver the highest quality of service to the public and professions.

Continuing dental education should favorably enrich past dental education experiences. Programs should make it possible for practitioners to attune dental practice to new knowledge as it becomes available. All continuing dental education should strengthen the skills of critical inquiry, balanced judgment and professional technique.

"Dental public health" is the science and art of preventing and controlling dental diseases and promoting dental health through organized community efforts. It is that form of dental practice in which the community serves as the patient rather than the individual. It is concerned with the dental health education of the public, with applied dental research, with the administration of group dental care programs, and with the prevention and control of dental diseases on a community basis.

"Hour of continuing education" means one unit of credit which shall be granted for each hour of contact instruction and shall be designated as a "clock hour." This credit shall apply to either academic or clinical instruction.

"Licensee" means any person who has been issued a certificate to practice dentistry or dental hygiene in the state of lowa.

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"Opioid" means a drug that produces an agonist effect on opioid receptors and is indicated or used for the treatment of pain.

"Registrant" means any person registered to practice as a dental assistant in the state of lowa.

"Self-study activities" means the study of something by oneself, without direct supervision or attendance in a class. "Self-study activities" may include Internet-based coursework, television viewing, video programs, correspondence work or research, or computer programs that are interactive and require branching, navigation, participation and decision making on the part of the viewer. Internet-based webinars which include the involvement of an instructor and participants in real time and which allow for communication with the instructor through messaging, telephone or other means shall not be construed to be self-study activities.

"Sponsor" means a person, educational institution, or organization sponsoring continuing education activities which has been approved by the board as a sponsor pursuant to these rules. During the time a person, educational institution, or organization is an approved sponsor, all continuing education activities of such person or organization may be deemed automatically approved provided the continuing education activities meet the continuing education guidelines of the board.

650—25.2(153) Continuing education administrative requirements.

- **25.2(1)** Each person licensed to practice dentistry or dental hygiene in this state shall complete during the biennium renewal period a minimum of 30 hours of continuing education approved by the board.
- **25.2(2)** Each person registered to practice dental assisting in this state shall complete during the biennium renewal period a minimum of 20 hours of continuing education approved by the board.
- **25.2(3)** Each person who holds a qualification in dental radiography in this state shall complete during the biennium renewal period a minimum of two hours of continuing education in the area of dental radiography.
- **25.2(4)** The continuing education compliance period shall be the 24-month period commencing September 1 and ending on August 31 of the renewal cycle.
- **25.2(5)** Hours of continuing education credit may be obtained by attending and participating in a continuing education activity either previously approved by the board or which otherwise meets the requirements herein and is approved by the board pursuant to rule <u>650—25.5(153)</u>.
- **25.2(6)** It is the responsibility of each licensee or registrant to finance the costs of continuing education.

650—25.3(153) Documentation of continuing education hours.

- **25.3(1)** Every licensee or registrant shall maintain a record of all courses attended by keeping the certificates of attendance for four years. The board reserves the right to require any licensee or registrant to submit the certificates of attendance for the continuing education courses attended. If selected for continuing education audit, the licensee or registrant shall file a signed continuing education form and submit certificates or other evidence of attendance.
- **25.3(2)** 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.
- **25.3(3)** Each licensee or registrant shall report the number of continuing education credit hours completed during the current renewal cycle in compliance

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with this chapter. Such report shall be filed with the board at the time of application for renewal of a dental or dental hygiene license or renewal of dental assistant registration.

25.3(4) No carryover of credits from one biennial period to the next will be allowed.

650—25.4(153) Required continuing education courses.

- **25.4(1)** The following courses are required for all licensees and registrants:
- a. Mandatory reporter training for child abuse and dependent adult abuse.
 - b. Cardiopulmonary resuscitation.
 - c. Infection control.
 - d. Jurisprudence.
- **25.4(2)** Mandatory reporter training for child abuse and dependent adult abuse.
- a. Effective July 1, 2019, a licensee who regularly examines, attends, counsels or treats adults in lowa shall complete an initial two-hour dependent adult abuse mandatory reporter training course offered by the department of human services within six months of employment, or prior to the expiration of a current certificate. Completion of the initial training course results in two hours of continuing education credit. Thereafter, all mandatory reporters shall take a one-hour recertification training every three years, prior to the expiration of a current certificate. Completion of the recertification training results in one hour of continuing education credit.
- b. Effective July 1, 2019, a licensee who regularly examines, attends, counsels or treats children in lowa shall complete an initial two-hour child abuse mandatory reporter training course offered by the department of human services within six months of employment, or prior to the expiration of a current certificate. Completion of the initial training course results in two hours of continuing education credit. Thereafter, all mandatory reporters shall take a one-hour recertification training every three years, prior to the expiration of a current certificate. Completion of the recertification training results in one hour of continuing education credit.
- 25.4(3) Cardiopulmonary resuscitation (CPR). Licensees and registrants shall furnish evidence of valid certification for CPR, which shall be credited toward the continuing education requirement for renewal of the license, faculty permit or registration. Such evidence shall be filed at the time of renewal of the license, faculty permit or registration. Valid certification means certification by an organization on an annual basis or, if that certifying organization requires certification on a less frequent basis, evidence that the licensee or registrant has been properly certified for each year covered by the renewal period. In addition, the course must include a clinical component. Credit hours awarded for certification in CPR shall not exceed three hours of required continuing education hours per biennium. Credit hours awarded for certification in pediatric advanced life support (PALS) or advanced cardiac life support (ACLS) may be claimed hour for hour.
- **25.4(4)** Infection control. Beginning September 1, 2018, licensees and registrants shall complete continuing education in the area of infection control. Licensees and registrants shall furnish evidence of continuing education completed within the previous biennium in the area of infection control standards, as required by the Centers for Disease Control and Prevention of the United States Department of Health and Human Services. Completion of continuing education in the area of infection control shall be credited toward the

required continuing education requirement in the renewal period during which it was completed. A minimum of one hour shall be submitted.

25.4(5) Jurisprudence. Beginning September 1, 2018, licensees and registrants shall complete continuing education in the area of lowa jurisprudence related to the practice of dentistry, dental hygiene and dental assisting. Licensees and registrants shall furnish evidence of continuing education completed within the previous biennium in the area of lowa jurisprudence. Completion of continuing education in the area of lowa jurisprudence shall be credited toward the required continuing education requirement in the renewal period during which it was completed. A minimum of one hour shall be submitted.

25.4(6) The following is required for dentists only.

- a. As a condition of license renewal, a licensed dentist who has prescribed opioids to a patient during the biennium renewal period shall obtain a minimum of one hour of continuing education credit on opioids. This training shall include guidelines for prescribing opioids, including recommendations on limitations of dosages and the length of prescriptions, risk factors for abuse, and nonopioid and nonpharmacological therapy options. This hour may count toward the 30 hours of continuing education required for license renewal. The licensee shall maintain documentation of this hour, which may be subject to audit. If the continuing education did not cover the U.S. Centers for Disease Control and Prevention guideline for prescribing opioids for chronic pain, the licensee shall read the guideline prior to license renewal.
- b. A licensed dentist who did not prescribe opioids during the biennium renewal period may attest that the dentist is not subject to this requirement due to the fact that the dentist did not prescribe opioids during the time period.

650—25.5(153) Acceptable programs and activities.

25.5(1) A continuing education activity shall be acceptable and not require board approval if it meets the following criteria:

- a. It constitutes an organized program of learning (including a workshop or symposium) which contributes directly to the professional competency of the licensee or registrant and is of value to dentistry and applicable to oral health care; and
- b. It pertains to common subjects or other subject matters which relate to the practice of dentistry, dental hygiene, or dental assisting which are intended to refresh and review, or update knowledge of new or existing concepts and techniques, and enhance the dental health of the public; and
- c. It is conducted by individuals who have sufficient special education, training and experience to be considered experts concerning the subject matter of the program. The program must include a written outline or manual that substantively pertains to the subject matter of the program.
- **25.5(2)** Types of activities acceptable for continuing dental education credit may include:
- a. A dental science course that includes topics which address the clinical practice of dentistry, dental hygiene, dental assisting and dental public health.
- b. Courses in record keeping, medical conditions which may have an effect on oral health, ergonomics related to clinical practice, HIPAA, risk management, sexual boundaries, communication with patients, OSHA regulations, and the discontinuation of practice related to the transition of patient care and patient records.

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c. Sessions attended at a multiday convention-type meeting. A multiday convention-type meeting is held at a national, state, or regional level and involves a variety of concurrent educational experiences directly related to the practice of dentistry.

- d. Postgraduate study relating to health sciences.
- e. Successful completion of a recognized specialty examination or the Dental Assisting National Board (DANB) examination.
 - f. Self-study activities.
 - g. Original presentation of continuing dental education courses.
- *h.* Publication of scientific articles in professional journals related to dentistry, dental hygiene, or dental assisting.
- **25.5(3)** Credit may be given for other continuing education activities upon request and approval by the board.

650—25.6(153) Unacceptable programs and activities.

- **25.6(1)** Unacceptable subject matter and activity types include, but are not limited to, personal development, business aspects of practice, business strategy, financial management, marketing, sales, practice growth, personnel management, insurance, collective bargaining, and events where volunteer services are provided. While desirable, those subjects and activities are not applicable to dental skills, knowledge, and competence. Therefore, such courses will receive no credit toward renewal. The board may deny credit for any course.
- **25.6(2)** Inquiries relating to acceptability of continuing dental education activities, approval of sponsors, or exemptions should be directed to Advisory Committee on Continuing Dental Education, Iowa Dental Board, 400 S.W. 8th Street, Suite D, Des Moines, Iowa 50309-4687.
- **650—25.7(153) Prior approval of activities.** A person or organization, other than an approved sponsor, that desires prior approval for a course, program or other continuing education activity or that desires to establish approval of the activity prior to attendance may apply for approval to the board, using board-approved forms, at least 90 days in advance of the commencement of the activity. Within 90 days after receipt of such application, the board shall advise the licensee or registrant in writing whether the activity is approved and the number of hours allowed. All requests may be reviewed by the advisory committee on continuing education prior to final approval or denial by the board. An application fee as specified in <u>650—Chapter 15</u> is required. Continuing education course approval shall be valid for a period of five years following the date of board approval. Thereafter, courses may be resubmitted for approval. Courses which clearly meet the criteria listed under acceptable programs and activities are not required to be submitted for approval.
- **650—25.8(153) Postapproval of activities.** A licensee or registrant seeking credit for attendance and participation in an educational activity which was not conducted by an approved sponsor or otherwise approved and which does not clearly meet the acceptable programs and activities listed in rule 650—25.5(153) may apply for approval to the board using board-approved forms. Within 90 days after receipt of such application, the board shall advise the licensee or registrant in writing whether the activity is approved and the number of hours allowed. All requests may be reviewed by the advisory committee on continuing education prior to final approval or denial by the board. An application fee as specified in 650—Chapter 15 is required.
- **650—25.9(153) Designation of continuing education hours.** Continuing education hours shall be determined by the length of a continuing education course in clock hours. For the purpose of calculating continuing education hours for renewal of a license or registration, the following rules shall apply:

25.9(1) Attendance at a multiday convention.

- a. Attendees at a multiday convention may receive a maximum of
 1.5 hours of credit per day with the maximum of six hours of credit allowed per biennium.
- b. Sponsors of multiday conventions shall submit to the board for review and prior approval guidelines for awarding credit for convention attendance.

25.9(2) Presenters or attendees of table clinics at a meeting.

- a. Four hours of credit shall be allowed for presentation of an original table clinic at a meeting as verified by the sponsor when the subject matter conforms with rule 650—25.5(153).
- *b.* Attendees at the table clinic session of a dental, dental hygiene, or dental assisting meeting shall receive two hours of credit as verified by the sponsor when the subject matter conforms with rule 650—25.5(153).
- **25.9(3)** Postgraduate study relating to health sciences shall receive 15 credits per semester.
- **25.9(4)** Successful completion of a specialty examination or the Dental Assisting National Board (DANB) shall result in 15 hours of credit.
- **25.9(5)** Self-study activities shall result in a maximum of 12 hours of continuing education credit per biennium.
- **25.9(6)** An original presentation of continuing dental education shall result in credit double that which the participants receive. Additional credit will not be granted for the repeating of 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.
- **25.9(7)** Publication of scientific articles in professional journals related to dentistry, dental hygiene, or dental assisting shall result in 5 hours of credit per article with the maximum of 20 hours allowed per biennium.

650—25.10(153) Extensions and exemptions.

- **25.10(1)** Illness or disability. The board may, in individual cases involving physical disability or illness, grant an exemption of the continuing education requirements or an extension of time within which to fulfill the same or make the required reports. No exemption or extension of time shall be granted unless written application is made on forms provided by the board and signed by the licensee or registrant and a licensed health care professional. Extensions or exemptions of the continuing education requirements may be granted by the board for any period of time not to exceed one calendar year. In the event that the physical disability or illness upon which an exemption has been granted continues beyond the period granted, the licensee or registrant must apply for an extension of the exemption. The board may, as a condition of the exemption, require the applicant to make up a certain portion or all of the continuing education requirements.
- **25.10(2)** Other extensions or exemptions. Extensions or exemptions of continuing education requirements will be considered by the board on an individual basis. Licensees or registrants will be exempt from the continuing education requirements for:
- a. Periods that the person serves honorably on active duty in the military services;
- b. Periods that the person practices the person's profession in another state or district having a continuing education requirement and the licensee or registrant meets all requirements of that state or district for practice therein:

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- c. Periods that the person is a government employee working in the person's licensed or registered specialty and assigned to duty outside the United States:
- *d.* Other periods of active practice and absence from the state approved by the board;
- e. The current biennium renewal period, or portion thereof, following original issuance of the license;
- f. For dental assistants registered pursuant to rule <u>650—</u> <u>20.6(153)</u>, the current biennium renewal period, or portion thereof, following original issuance of the registration.

650—25.11(153) Approval of sponsors.

- **25.11(1)** An organization or person which desires approval as a sponsor of courses, programs, or other continuing education activities shall apply for approval to the board stating its education history, including approximate dates, subjects offered, total hours of instruction presented, and names and qualifications of instructors. All applications shall be reviewed by the advisory committee on continuing education prior to final approval or denial by the board.
- **25.11(2)** Prospective sponsors must apply to the board using approved forms in order to obtain approved sponsor status. An application fee as specified in 650—Chapter 15 is required. Sponsors must pay the biennial renewal fee as specified in 650—Chapter 15 and file a sponsor recertification record report biennially.
- **25.11(3)** The person or organization sponsoring continuing education activities shall make a written record of the lowa licensees or registrants in attendance, maintain the written record for a minimum of five years, and submit the record upon the request of the board. The sponsor of the continuing education activity shall also provide proof of attendance and the number of credit hours awarded to the licensee or registrant who participates in the continuing education activity.
- **25.11(4)** Sponsors must be formally organized and adhere to board rules for planning and providing continuing dental education activities. Programs sponsored by individuals or institutions for commercial or proprietary purposes, especially programs in which the speaker advertises or urges the use of any particular dental product or appliance, may be recognized for credit on a priorapproval basis only. When courses are promoted as approved continuing education courses which do not meet the requirements as defined by the board, the sponsor will be required to refund the registration fee to the participants. Approved sponsors may offer noncredit courses provided the participants have been informed that no credit will be given. Failure to meet this requirement may result in loss of approved sponsor status.
- 650—25.12(153) Review of programs or sponsors. The board on its own motion or at the recommendation of the advisory committee on continuing education may monitor or review any continuing education program or sponsors already approved by the board. Upon evidence of a failure to meet the requirements of rule 650—25.11(153), the board may revoke the approval status of the sponsor. Upon evidence of significant variation in the program presented from the program approved, the board may deny all or any part of the approved hours granted to the program. A provider that wishes to appeal the board's decision regarding revocation of approval status or denial of continuing education credit shall file an appeal within 30 days of the board's decision. A timely appeal shall initiate a contested case proceeding. The contested case shall be conducted pursuant to lowa Code chapter 17A and 650—Chapter 51.

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The written decision issued at the conclusion of a contested case hearing shall be considered final agency action.

650—25.13(153) Noncompliance with continuing dental education requirements. It is the licensee's or registrant's personal responsibility to comply with these rules. The license or registration of individuals not complying with the continuing dental education rules may be subject to disciplinary action by the board or nonrenewal of the license or registration.