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TITLE 828 STATE BOARD OF DENTISTRY

LSA Document #00-8(F)

DIGEST

Amends 828 IAC 1-5-1 concerning requirements for approval of study clubs as sponsors of continuing education. Amends 828 IAC 1-5-2 concerning requirements for approval of organizations or individuals as sponsors of continuing education. Effective 30 days after filing with the secretary of state.

828 IAC 1-5-1

828 IAC 1-5-2

SECTION 1. 828 IAC 1-5-1 IS AMENDED TO READ AS FOLLOWS:

828 IAC 1-5-1 Approval of study clubs

Authority: IC 25-13-2-10; IC 25-14-3-12

Affected: IC 25-13-2; IC 25-14-3

Sec. 1. (a) Study clubs must submit a written request for approval of the study club at least thirty (30) days prior to the date of the study club's presentation of a program for continuing education credit. Programs presented:

(1) prior to the receipt of approval; or
(2) after the withdrawal or termination of approval of the study club;
by the board shall not count toward continuing education requirements.

(b) The written request for approval shall include the following:

- (1) The name of the study club.
- (2) The address of the study club.
- (3) A statement that the study club is organized for the purpose of scientific study.
- (4) A statement that the study club operates under the direction of elected officers.
- (5) The names and addresses of each officer.
- (6) A copy of the study club's bylaws.
- (7) The names of at least five (5) members of the study club.
- (8) A statement that the study club will conduct regular meetings.
- (9) A statement that the study club will maintain written attendance records of all meetings which shall be submitted to the board upon request.
- (10) A description of the types of programs or activities the study club intends to present.**

(c) The written request for approval must be signed by an officer of the study club.

(d) Approval of a study club will be valid for a maximum period of two (2) years as long as the club remains in compliance with subsection (b). The study club is responsible for applying to the board for ~~reapproval~~ **renewal of approval**. (*State Board of Dentistry; 828 IAC 1-5-1; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1015; filed Mar 26, 1993, 5:00 p.m.: 16 IR 1952; filed Sep 1, 2000, 2:20 p.m.: 24 IR 22*)

SECTION 2. 828 IAC 1-5-2 IS AMENDED TO READ AS FOLLOWS:

828 IAC 1-5-2 Approval of organizations or individuals

Authority: IC 25-13-2-10; IC 25-14-3-12

Affected: IC 25-13-2-2; IC 25-14-3-2

Sec. 2. (a) This section applies to organizations or individuals referred to in IC 25-13-2-2(18) and IC 25-14-3-2(18).

(b) Individuals or organizations applying for approval must submit a written request for approval at least thirty (30) days prior to the date of the individual's or organization's presentation of a program for continuing education credit. Programs presented:

- (1) prior to the receipt of approval; or
 - (2) after the withdrawal or termination of approval of the individual or organization;
- by the board shall not count toward continuing education requirements.

(c) The written request for approval shall include the following:

(1) The name of the sponsoring individual or organization.

(2) The address and telephone number of the individual or organization.

(3) The following for organizations:

(A) A copy of all documents relating to the formation and continued existence of the organization.

(B) A description of the specific purposes for which the organization was formed.

(C) For each individual in the organization with direct responsibility for teaching and conducting an educational program of the organization, a vita or resume listing all educational and relevant work experience.

~~(D) The following for corporations:~~

~~(i) A list of all directors and officers of the corporation:~~

~~(ii) A copy of the certificate of existence issued by the secretary of state under IC 23-1-18-9, or a similar document for foreign corporations, dated not more than forty-five (45) days prior to the date of the request for approval:~~

~~(E) The following for limited partnerships:~~

~~(i) A list of all general partners of the corporation:~~

~~(ii) A copy of the certificate required under IC 23-4-2-2(1)(a) or IC 23-16-3-2, or a similar document for foreign corporations:~~

(4) For individuals, a vita or resume listing all educational and relevant work experience.

(5) A list of each educational program presented or sponsored by the individual or organization for five (5) years prior to the date of the request for approval.

(6) The following for each program listed under subdivision (5) given in the prior two (2) years:

(A) The date and location of the program.

(B) A brief summary of the content of the program.

(C) The name and the academic and professional background of the lecturer.

(D) The number of clock hours of continuing education credit granted by a state licensing or similar regulatory authority for the program.

(7) A description of the course evaluation technique utilized for all educational programs.

(8) A sample of the certificate awarded for the completion of all educational programs, if available.

(9) A list of all anticipated programs to be presented or sponsored during the requested approval period, if available.

(10) A description of the types of programs or activities the individual or organization intends to present.

(11) A description of the method to be used for monitoring attendance.

(d) The individual or organization is responsible for monitoring attendance in such a way that verification of attendance throughout the program can be reliably assured.

(e) Approval of the individual or organization will be valid for a maximum period of two (2) years. The individual or organization is responsible for applying to the board for ~~reapproval~~ **renewal of approval**. (*State Board of Dentistry; 828 IAC 1-5-2; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1015; filed Mar 26, 1993, 5:00 p.m.: 16 IR 1953; filed Sep 1, 2000, 2:20 p.m.: 24 IR 22*)

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