

Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, Indiana 46204



Michael R. Pence
Governor of Indiana
Nicholas W. Rhoad
PLA Executive Director

STATE BOARD OF DENTISTRY APPLICATION FOR APPROVAL OF STUDY CLUBS TO PROVIDE CONTINUING EDUCATION FOR DENTISTS AND DENTAL HYGIENISTS INFORMATION AND INSTRUCTIONS

Before completing and submitting your application to our office, please read all materials and information included.

APPLICATION AND INFORMATION TO DOWNLOAD

Providers must download the following documents and information from the website at www.pla.in.gov:

1. Application For Approval of Study Clubs To Provide Continuing Education for Dentists and Dental Hygienists
2. Information and Instruction Sheet
3. Statutes and Administrative Rules which pertain to the practice of dentistry and dental hygiene

IPLA ADDRESS/TELEPHONE NUMBER/FAX/EMAIL/WEBSITE

If you have any questions regarding the application process for continuing education approval you may contact the State Board of Dentistry at:

Indiana Professional Licensing Agency
Attn: State Board of Dentistry
402 W. Washington Street, Room W072
Indianapolis, IN 46204
Staff Phone: (317) 234-2054
FAX: (317) 233-4236
Staff Email: pla8@pla.in.gov
Web Site: www.pla.in.gov

CONTINUING EDUCATION ADMINISTRATIVE RULES

The rules which pertain to continuing education requirements are located at 828 IAC 1-5. Statutes and Administrative Rules are available to download from the Agency's website at www.pla.in.gov.

APPROVAL AND EXPIRATION OF SPONSOR

- A study club continuing education sponsor approval issued by the Board shall be valid for the remainder of the approval period in effect on the date the approval was issued.
- The approval period issued by the Board expires on March 2 of even-numbered years.
- The approval is not renewable. A new application and fee for a study club continuing education sponsor approval must be filed for each license period.

APPROVAL CERTIFICATES

Upon approval by the Board, a certificate will be issued and emailed to the Sponsor.

RECORD OF ATTENDANCE

As a condition of approval, study club sponsors shall provide each attendee with verification of attendance which shall include the following:

- (1) A record of the number of hours spent in the continuing education course.

- (2) The name of the course or a description of the subject matter presented.
- (3) The name of the study club.
- (4) The date and location of the program.

MONITORING OF ATTENDANCE

The study club continuing education sponsor is responsible for monitoring attendance in such a way that verification of attendance throughout the program can be reliably assured.

THE FAIR INFORMATION PRACTICE ACT

In compliance with Ind. Code 4-1-6, this agency is notifying you that you must provide the requested information, or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record.

APPLICATION FOR APPROVAL OF A STUDY CLUB TO BE A CONTINUING EDUCATION SPONSOR INSTRUCTION SHEET

Study Clubs seeking approval as a continuing education sponsor must submit an application and a fee for approval of continuing education credit for dentists and/or dental hygienists. Programs presented prior to the receipt of approval or after the withdrawal or termination of approval by the board shall not count toward continuing education requirements.

All applicants must submit an application, fee and supporting documentation to:

Indiana Professional Licensing Agency
Attn: State Board of Dentistry
402 W. Washington Street, Room W072
Indianapolis, IN 46204

APPLICATION

Complete, typewritten (or legibly printed) application.

The application shall include the following:

- Name of the study club.
- Address and telephone number of the study club.
- Contact person.
- Names and addresses of each officer.
- The names of at least five (5) members of the study club.
- A statement that the study club is organized for the purpose of scientific study.
- A statement that the study club operates under the direction of elected officers.
- A statement that the study club will conduct regular meetings.
- A statement that the study club will maintain written attendance records of all meetings, which shall be submitted to the board upon request.
- A description of the types of programs or activities the study club intends to present.
- Application for approval must be signed by an officer of the study club.

APPLICATION FEE

Sponsors must submit a two-hundred fifty dollar (\$250.00) application fee, made payable to Indiana Professional Licensing Agency (IPLA). Checks or Money order are acceptable. **All fees are non-refundable or non-transferable.**

STUDY CLUB BYLAWS

Submit a copy of the study club's bylaws.