

**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](http://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](mailto:pla8@pla.IN.gov)  
Web Site: [www.pla.IN.gov](http://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](http://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 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.

# **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 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. ***(No fee is required for CE applications)***

## **All applicants must submit an application 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.

## **STUDY CLUB BYLAWS**

Submit a copy of the study club's bylaws.