



January 17, 2018

OSHA REVIEW
11306 SUNCO DR STE 7
RANCHO CORDOVA, CA 95742

Dear Provider:

Your course for Dental Practice Act and California Infection Control has been approved. **If you have any revisions to your course content it must be pre-approved prior to administering.**

As a provider, you are responsible for maintaining records of courses given. This includes the hours of course credit, provider number, course identification number, course title, the dates courses are held and the licensees attending. Board regulations require that licensees maintain their continuing education records for 6 years, 3 renewal periods. California Code of Regulations §1017 (f) states in part "...A licensee who fails to retain certifications shall contact the provider and obtain a duplicate certification..." In order to be consistent with Board regulation registered providers should also retain their records for the same number of years, i.e., six years.

When two or more registered providers co-sponsor a course, only one provider number shall be used for that course and that provider must assume full responsibility for compliance with the requirements of this article.

No renewal form will be mailed to you for the Mandatory Course's listed above. In addition to your renewal notice for **RP 2964**, you will need to provide a list of the registration numbers, course titles and a brief description of each of the courses, names(s) of the instructor(s) and dates offered for the Mandatory Course(s) listed above. ***If there are changes to the course content you must submit to the Board for review.***

As a provider, you must **furnish** a written certificate of completion to the attending licensee, certifying that the course has been completed.

If you have any further questions, please contact us at (916) 263-2300.