



November 28, 2022

OSHA Review Inc
ATTN: Amy Condryn
11306 Sunco Dr, Ste 7
Rancho Cordova, CA 95742

Dear Registered Provider:

Your Registered CE Provider Permit number **2964** is valid through **04/30/2024**.

Additionally, your **Responsibilities and Requirements of Prescribing Schedule II Opioid Drugs** course outline has been approved. According to California Code of Regulations 1016(e)(1)(B), if a provider wishes to make any significant changes to the content of a previously approved mandatory course, the provider shall submit a new course content outline to the Board.

HOW TO ASSIGN THE COURSE NUMBERS: 08-1000-22001

- (1) Units of Continuing Education Credits Assigned. (Note that the regulations permit one unit of credit for each hour of class instruction with a maximum of eight (8) hours per day).
- (2) Provider Identification Number. This number remains the same for each course given.
- (3) Course Identification Number. The first two digits indicate the year in which the course is given. This will change with each new calendar year. The remaining three digits are used to indicate the course number and range from 001 to 999, example, the first course given in 2022 will be 22001, the second (if different course) 22002, or in the year 2023 it would be 23001, etc.

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 six years, three 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..." To be consistent with Board regulation, registered providers should also retain their records for the same number of years (i.e., six years).

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

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.

When renewing your permit, you will need to include a sample of the certificate of completion issued to attendees, and a biennial report which includes the 11-digit course registration numbers, course titles and a brief description of each of the courses, names(s) of the instructor(s) and qualifications, and dates the courses were offered for the Mandatory Course(s) listed above. A renewal reminder postcard will be mailed to you approximately 90 days prior to your expiration date.

If you have any further questions, please contact us by phone at (916) 263-2300, or by email at DentalBoard@dca.ca.gov.

Sincerely,

Licensing and Examination Unit
Dental Board of California