

CERTIFICATION OF COMPLETION OF CONTINUING EDUCATION COURSE

11-DIGIT COURSE REGISTRATION NUMBER: 02-1234-25001

PROVIDER NAME: Sample Dental Assisting, Inc.

APPROVAL NUMBER: RP1234

COURSE NAME: Dental Practice Act

DATE(S) OF ATTENDANCE/COMPLETION: May 2, 2025

NUMBER OF COMPLETED HOURS: 2

UNITS EARNED: 2

PARTICIPANT'S NAME: Jane Doe

LICENSE/ PERMIT NUMBER: RDA 12345

All of the information contained on this certificate is truthful and accurate.

Completion of this course does not constitute authorization for the attendee to perform any services that he or she is not legally authorized to perform based on his or her license or permit type.

This course meets the Dental Board of California's requirements for **[number of]** units of continuing education.

PROVIDER'S SIGNATURE:

DATE:

LICENSEE SIGNATURE:

DATE:

This sample certificate is provided as a courtesy to Board-approved registered providers of mandatory continuing education courses, as well as to applicants for such registration. All certificates must comply with Business and Professions Code 1741(e-f) and California Code of Regulations, title 16, section 1016 (g), (h)(1)(A-C), and (h)(7).

Business and Professions Code 1741 (e-f)

BPC 1741(e) “Certificate of completion” means a certificate that shall include, at minimum, the participant’s name, the name of the course or program completed, the name of the course or program provider, including the board-issued approval number, the date or date range of completion of the course or program, the number of completed hours of the course or program, and the signature of the course or program provider, director, administrator, or their designee that verifies the participant has successfully completed any of the following:

- (1) A board-approved educational course or program in dental assisting.
- (2) A continuing education course provided by a board-approved continuing education provider.
- (3) An alternative dental assisting program.

(f) “Continuing education” means a course of study specific to the performance of dental-related procedures where the education is directly related to the clinical and supplemental duties and functions of dental assistants, registered dental assistants, registered dental assistants in extended functions, and dental assisting permit holders, as defined in this article. The continuing education coursework must follow the provisions outlined in board regulations. Continuing education units obtained shall be limited to no more than eight units per day. The following shall apply to the continuing education units:

- (1) Live interactive coursework units obtained shall not total more than eight units per day.
- (2) Non-live or self-paced online coursework units shall not be more than eight units per day within a range of dates during a seminar, workshop, or educational series where more than one day is required to complete the coursework.

California Code of Regulations, title 16, section 1016, subsections (g), (h)(1) (A-C), and (h)(7)

(g) Provider Issuance of Units of Credit for Attendance One unit of credit shall be granted for every hour of contact instruction and may be issued in half-hour increments. Such increments shall be represented by the use of a decimal point in between the first two numbers of the 11-digit registration number of the course. This credit shall apply to either academic or clinical instruction. Eight units shall be the maximum continuing education credits granted in one day.

(h) Additional Provider Responsibilities:

- (1) A provider shall furnish a written certification of course completion to each licensee certifying that the licensee has met the attendance requirements of the course. Such certification shall not be issued until completion of the course and shall contain the following:
 - (A) The licensee's, name and license or permit number, the provider's name, the 11-digit course registration number in the upper left hand corner of the certificate, date or dates attended, the number of units earned, and a place for the licensee to sign and date verifying attendance.
 - (B) An authorizing signature of the provider or the providing entity and a statement that reads: “All of the information contained on this certificate is truthful and accurate.”
 - (C) A statement on each certification that reads: “Completion of this course does not constitute authorization for the attendee to perform any services that he or she is not legally authorized to perform based on his or her license or permit type.” [...]
- (7) Providers shall place the following statement on all certifications, course advertisements, brochures and other publications relating to all course offerings: “This course meets the Dental Board of California's requirements for _(number of)_ units of continuing education.”