



APPLICATION FOR BOARD APPROVAL OF RADIATION SAFETY COURSE

Pursuant to Business and Professions Code (BPC), section 1754.5; California Code of Regulations (CCR), title 16, sections 1005, 1070, and 1070.1; and CCR, title 17, section 30100 et seq.

FEES

Application Fee: **\$300**

(Must be enclosed with the application.)

APPLICATION FEES ARE NON-REFUNDABLE

Authority: 16 CCR § 1022(u)

For Office Use Only

Receipt # _____

Fee Pd _____

Date Cashiered _____

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Date Received

Important: Review the instructions ("Instructions for Completing the Radiation Safety Course Application") explaining how to complete this application and supporting documentation.

NOTE: Radiation safety course providers previously approved under CCR, title 16, sections 1014 and 1014.1 shall maintain Board approval until December 31, 2027. To obtain Board approval after this date, they must submit this application. (BPC § 1754.5(o))

NOTE: Previously approved Registered Dental Assistant (RDA) program providers do NOT have to submit this application to maintain approval. (16 CCR § 1070.2(d)(9))

(PRINT CLEARLY OR TYPE)

COURSE INFORMATION

1. Course provider name:

2. Physical address of the educational facility where the course will be taught:

3. Course provider's main phone number:

4. Course provider's website:

5. Mailing address, if different from the physical address:

6. Is the course established at the postsecondary education level?

YES ☐
NO ☐

7. Is the course or course provider accredited or approved by a commission or accreditation agency?

YES ☐
NO ☐

8. If yes to question 7, list accrediting or approving agency/agencies:

OWNER INFORMATION

9. Course owner name:

10. Course owner phone number:

11. Course owner's email address:

COURSE DIRECTOR INFORMATION

12. Course director name:

13. Course director's phone number:

14. Course director's email address:

15. Provide the course director's license type, number, and expiration date.

License Type:

License No.:

License Expiration Date:

16. Has the course director been licensed for a minimum of two years?

YES ☐

NO ☐

17. Does the course director have a valid basic life support (BLS) certification card?

YES ☐

NO ☐

18. Has the course director completed and signed the required Acknowledgment of Responsibilities form (form 1)?

YES ☐

NO ☐

19. Does the course provider/director understand that they must retain the records specified in CCR, title 16, section 1070, subs. (b)(1) for five years?

YES ☐

NO ☐

20. Does the course provider/director understand that the records described in question 19 include individual student records, including all those needed to prove that the student successfully completed the course?

YES ☐

NO ☐

21. Does the course provider/director understand that they are required to notify the Board of any major changes to the course content, physical facilities, or faculty within 10 days of the change?

YES ☐

NO ☐

COURSE INSTRUCTOR INFORMATION

22. Has the course director completed and signed the required List of Approved Faculty form (form 2)?

YES ☐

NO ☐

23. Do all instructors have valid and active licenses?

YES ☐

NO ☐

24. Have all instructors been licensed for a minimum of two years?

YES ☐

NO ☐

25. Do all instructors possess experience in the theory, laboratory, and clinical application of radiographic techniques?

YES ☐

NO ☐

26. Do all instructors involved in patient care have a valid BLS certification card?

YES ☐

NO ☐

PREREQUISITES TO BEGIN CLINICAL INSTRUCTION

27. Before performing procedures on patients, will each student submit proof that they have completed a Board-approved eight-hour course in infection control?	YES ☐ NO ☐
28. Before performing procedures on patients, will each student provide a copy of their valid BLS certificate card from a Board-approved provider?	YES ☐ NO ☐

COURSE HOURS

29. What is the duration of the radiation safety course (total hours)?		
30. Provide the number of hours of didactic, laboratory, and clinical instruction.		
Didactic:	Laboratory:	Clinical:

INSTRUCTIONAL AND FACILITY RATIOS

31. Minimum and maximum number of students enrolled in the course at one time:	
32. How many cohorts will the course enroll in one calendar year?	
33. How many cohorts will be running simultaneously at the course's educational facility?	
34. What is the anticipated minimum and maximum number of students enrolled per cohort?	
35. Is there one instructor for every 14 students in laboratory instruction at one time?	YES ☐ NO ☐
36. Is there one instructor for every six students in clinical instruction at one time?	YES ☐ NO ☐
37. Is there one operator for every five students at any one time?	YES ☐ NO ☐
38. Is there one functioning radiography machine for every six students?	YES ☐ NO ☐
39. Is there one X-ray training manikin head for every six students?	YES ☐ NO ☐
40. Is there one film view box or screen for viewing digital images for every six students?	YES ☐ NO ☐

FACILITIES, OPERATORIES, EQUIPMENT, AND ARMAMENTARIA

41. Do the facilities and class schedule provide each student with sufficient instructor-supervised opportunities to achieve minimum competence in radiation safety and radiographic techniques?	YES ☐ NO ☐
42. If lecture classrooms are used for didactic instruction (see question 65), are they safe and educationally conducive?	YES ☐ NO ☐
43. Does the course have appropriate facilities for laboratory and clinical instruction? Are the facilities large enough to accommodate the number of students enrolled?	YES ☐ NO ☐
44. Will laboratory and clinical instruction facilities comply with the applicable regulations of CCR, title 17, section 30100 et seq.?	YES ☐ NO ☐

45. How many operatories will be used at the educational facility where the course is taught?	
46. Is each operatory large enough for one student, one instructor, and one patient or student partner?	YES ☐ NO ☐
47. Is there enough space to prepare and sterilize instruments properly?	YES ☐ NO ☐
48. Will X-ray exposure areas provide protection to patients, students, faculty, and observers in full compliance with applicable federal and state laws?	YES ☐ NO ☐
49. Are laboratory facilities equipped with processing and viewing equipment, armamentaria, supplies, and materials for instruction in radiation safety and practical work? Are these items accessible, available, and sufficient for six students at one time?	YES ☐ NO ☐
50. Are clinical facilities equipped with processing and viewing equipment, armamentaria, supplies, and materials for instruction in radiation safety and practical work? Are these items accessible, available, and sufficient for six students at one time?	YES ☐ NO ☐
51. Is there enough equipment, armamentaria, supplies, and materials to follow infection control protocols that comply with the Board's Minimum Standards for Infection Control?	YES ☐ NO ☐
52. Does every functioning radiography machine comply with all federal and state laws, including registration with the State Department of Public Health? Is every functioning radiography machine equipped with the appropriate position-indicating devices for each technique being taught?	YES ☐ NO ☐
53. Is every X-ray training manikin head designed for radiographic exposures and instruction in radiographic techniques?	YES ☐ NO ☐
54. What type of image receptor will the course use for laboratory and clinical experiences?	
☐ Traditional Film ☐ Digital Sensor ☐ Combination of the Two	

INFECTION CONTROL AND EMERGENCY MANAGEMENT	
55. Has the course established written clinical and laboratory protocols for adequate asepsis, infection and hazard control, and disposal of hazardous waste? Do the protocols comply with the Board's regulations and other federal, state, and local requirements?	YES ☐ NO ☐
56. Will the infection control protocols described in question 55 be provided to all students, faculty, and instructional staff?	YES ☐ NO ☐
57. Has the course developed a written protocol for instrument processing, operatory cleanliness, and management of injuries, and will this protocol be maintained and periodically updated?	YES ☐ NO ☐
58. Will the written protocol described in question 57 be made available to all dental health care personnel?	YES ☐ NO ☐
59. Will a copy of the Minimum Standards for Infection Control, as specified in CCR, title 16, section 1005, be posted in the lab area where everyone can see it?	YES ☐ NO ☐
60. Is there a written policy on managing emergency situations?	YES ☐ NO ☐
61. Will the policy described in question 60 be made available to all students, faculty, and instructional staff?	YES ☐ NO ☐

COURSE OUTLINE AND CURRICULUM CONTENT

62. Does the course have a detailed course outline that clearly states: • Hours of didactic, laboratory and clinical instruction • General course objectives • Specific instructional unit objectives • Areas of instruction, which must include those listed in BPC § 1754.5, subd. (h), as well as applicable dental radiography requirements detailed in 17 CCR §§ 30305, 30305.1, 30311, and 30311.1 • The theoretical content and use of practical application, if applicable • Length of the course in calendar days • When and how written examination is administered	YES ☐ NO ☐
63. Do the course have curriculum consistent with the course outline described in question 62?	YES ☐ NO ☐
64. Do the course's theoretical aspects provide the content necessary for students to make safe and ethical judgments about radiation safety?	YES ☐ NO ☐

DIDACTIC INSTRUCTION

65. What method(s) will be used to deliver didactic instruction? (Check all that apply) ☐ Distance learning modalities ☐ Home study materials ☐ Live lecture modality	
66. If distance learning modalities will be used, will the course provider do all of the following? • Before enrolling a student, tell the student what technology they will need to participate in didactic instruction. • Provide IT help to students, as needed, to participate in didactic instruction. • Ensure each student completes didactic instruction before beginning laboratory instruction.	YES ☐ NO ☐

LABORATORY INSTRUCTION

67. Address where laboratory instruction will be provided:	
68. Will laboratory instruction be performed under the direct supervision of the course instructors?	YES ☐ NO ☐
69. Will students perform laboratory procedures using study models, manikins, or other simulation models?	YES ☐ NO ☐
70. Does the course provider understand that laboratory instruction cannot be provided in an extramural dental facility?	YES ☐ NO ☐
71. Will laboratory instruction include successful completion of the following laboratory experiences? • At least two bitewing radiographic series. • Two full mouth intraoral radiographic series. • Written evaluations of each radiographic series identifying errors, causes of errors, correction of errors, and, if applicable, the number of re-exposures needed for successful completion of the series to clinical competency.	YES ☐ NO ☐

CLINICAL INSTRUCTION

72. Where will supervised clinical instruction be provided?

Within the educational facility ☐

At an extramural dental facility* ☐

**** If an extramural dental facility will be used to provide clinical instruction, complete questions 78–83 of this application.***

73. Will clinical instruction be long enough to allow students to complete the radiographic series to clinical competency?	YES ☐ NO ☐
74. Will clinical instruction be performed in a clinical setting on patients?	YES ☐ NO ☐
75. Will clinical instruction include the following? • Successful completion of at least three full-mouth intraoral radiographic series. • Written evaluations of each radiographic series identifying errors, causes of errors, correction of errors, and, if applicable, the number of reexposures needed for successful completion of the series to clinical competency.	YES ☐ NO ☐
76. Will all clinical radiographs be made using diagnostic criteria established by the course of instruction?	YES ☐ NO ☐
77. Will clinical radiographs never exceed three reexposures per series?	YES ☐ NO ☐

EXTRAMURAL DENTAL FACILITY INFORMATION

If the course uses an extramural dental facility for clinical instruction, you must complete questions 78–83 below.

78. Do all instructors providing clinical instruction at the extramural dental facility have the required credentials?	YES ☐ NO ☐
79. Does the course provider understand that the course director or a designated faculty member must choose the extramural dental facility?	YES ☐ NO ☐
80. Does the course provider understand that prior to student assignment in an extramural dental facility, the course director, a designated faculty, or instructional staff member must orient dentists and all licensed dental health care personnel who provide student instruction, evaluation, and oversight in the clinical setting?	YES ☐ NO ☐
81. Will the orientation include, at a minimum, the course objectives, the student's preparation for clinical instruction, and a review of the procedures and course evaluation criteria that the dentist or licensed personnel in the extramural dental facility will use?	YES ☐ NO ☐
82. Will students receive organized, planned, supervised clinical instruction at the extramural dental facility?	YES ☐ NO ☐
83. Is there a written contract of affiliation between the course and each extramural dental facility, and does the contract include affirmation of compliance with the regulations of CCR, title 16, division 10, chapter 3, article 2 (16 CCR §§ 1070 and 1070.1)?	YES ☐ NO ☐

EVALUATIONS, EVALUATION CRITERIA, AND WRITTEN EXAMINATION

84. Will the course use objective evaluation criteria to assess each student's minimum competence in laboratory instruction before the student begins clinical instruction?	YES ☐ NO ☐
85. Will the course use objective evaluation criteria to assess each student's minimum competence in clinical instruction?	YES ☐ NO ☐
86. Before completing the course, will each student pass a comprehensive written examination?	YES ☐ NO ☐
87. Will the written examination include questions specific to dental radiographic installations and quality assurance for dental radiography addressed in CCR, title 17, section 30305 et seq.?	YES ☐ NO ☐

COURSE CERTIFICATE OF COMPLETION

88. Does the course have a certificate of completion to issue to each student who successfully completes the course?	YES ☐ NO ☐
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CERTIFICATION

We, the undersigned, certify under penalty of perjury under the laws of the State of California that the information provided in this application and the supporting documents is true and correct.

Name of course director (print clearly or type):

Course director signature:

Date: (MM/DD/YYYY)

Name of owner (print clearly or type):

Owner signature:

Date: (MM/DD/YYYY)



FORM 1: COURSE DIRECTOR ACKNOWLEDGMENT OF RESPONSIBILITIES (Question 18)

I, _____ (course director) of the radiation safety course offered by
_____ (course provider name) acknowledge that I have and will perform the
following responsibilities:

1. Develop, maintain, and periodically update a written protocol for proper instrument processing, operatory cleanliness, and management of injuries, and provide the protocol to all dental healthcare personnel.
2. Authorize each faculty and/or instructional staff member to provide instruction at the facility where the course is administered.
3. Actively participate in and be responsible for the administration of the course.
4. For five years, maintain copies of:
 - a. Curricula
 - b. Course outlines
 - c. Course objectives
 - d. Grading criteria
 - e. Faculty credentials
 - f. Faculty licenses
 - g. Faculty certifications
 - h. Individual student records, including those necessary to establish satisfactory completion of the course. Such records should include at least the following:
 - Certificates of completion issued to each student.
 - Documentation of student prerequisites prior to performing procedures on patients: completion of a Board-approved eight-hour course in infection control; and a valid basic life support (BLS) card from the American Red Cross, the American Heart Association, the American Safety and Health Institute, the American Dental Association's Continuing Education Recognition Program, or the Academy of General Dentistry's Program Approval for Continuing Education.
 - All completed evaluations and examinations, including a comprehensive written examination.
5. Inform the Board of any major changes to the course content, physical facilities, or faculty, within 10 days of the change.
6. Ensure that all course faculty and instructional staff involved in clinical instruction meet the requirements of CCR, title 16, division 10, chapter 3, article 2 (16 CCR §§ 1070 and 1070.1).
7. Ensure and document compliance with BLS certification requirements by faculty and instructional staff involved in the direct provision of patient care.
8. If using extramural dental facilities, choose extramural dental facilities, or assign this responsibility to a designated faculty member.

9. If using extramural dental facilities, evaluate student competence before and after the clinical assignment.
10. Prior to student assignment in an extramural dental facility, orient dentists and all licensed health care workers who may provide instruction, evaluation, and oversight of the student in the clinical setting, or assign this responsibility to a designated faculty or instructional staff member.

Course director name (print clearly or type):

Course director signature:

Date: (MM/DD/YYYY)



FORM 2: LIST OF APPROVED FACULTY
(Questions 22 and 78)

<i>Name(s) of instructors including course director.</i>	<i>What type of instruction will this instructor provide? Indicate didactic, laboratory, and/or clinical.</i>
Course Director [NAME]	
[NAME]	

I, _____, (course director) attest that the instructors above have been authorized by me to provide instruction at the course’s physical facility.

Course director name (please print clearly or type):

Course director signature: Date: (MM/DD/YYYY)

