

Common Pitfalls to Avoid

Double Approval/No Approval

Speakers should make every effort to maintain appropriate communication with sponsoring organizations. It is possible that the sponsoring organization will secure course approval on behalf of speakers. It is recommended that speakers verify NBC approval for every speaking engagement.

Keeping Inadequate Records

Course providers and speakers must keep track of course attendees, so that CDTs and RGs will receive credit required for their certification renewal. An attendance sheet, administered in the manner of the course providers' choosing, should include space for attendees' CDT/RG number, full name, and contact information. Attendees should be reminded that CDT and RG numbers are specially formatted as six unique digits followed by "-00", i.e. 123456-00. Additionally, it should be noted that NBC is NOT able to record or track CE for any person certified by an organization outside of NBC.

Not Using the NBC CE Reporting Sheet

Information gathered from the proper use of an attendance sheet should be used to complete the NBC CE Reporting Sheet, which will be shared by NBC staff upon course approval via email. Completed NBC CE Reporting Sheets should be submitted via email to NBC Staff in a timely manner after each course.

Not Providing Certificates of Attendance

NBC strongly recommends that CE providers give each participant a Certificate of Attendance to keep for their records. These certificates are intended to be used by the CDTs/RGs as a record of their credit in case something happens with the NBC CE Reporting Sheet. They may submit a copy of their Certificate of Attendance with their CDT/RG renewal paperwork to get credit for the class. A sample Certificate of Attendance is provided by NBC staff upon course approval via email for each course that is approved. We recommend that you reproduce this sample to create as many certificates as you need.



National Board for Certification in
Dental Laboratory Technology

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Tallahassee, FL 32303

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Continuing Education Approval Program



NBC

National Board for Certification in
Dental Laboratory Technology



Guidelines

Who can be a NBC-Approved Speaker?

Speakers who hold a credential in dental technology or dentistry, such as a CDT, DDS, other equivalent international accreditation, or who have completed applicable formal education will be approved to present Regulatory Standards or Scientific courses. Professional Development courses shall not require credentialed speakers.



What do I need to get my course approved?

The NBC Course Approval Request Form is required for each course, and all course approvals are valid for a calendar year.

Each application requires the class title and a description of content. If you are requesting Scientific or Regulatory Standards credit, course goals and objectives should be provided too, along with an indication of which specialty(ies) are applicable to your course. An outline of the class content is appreciated, and may be requested if sufficient information is not included on the application.

If a course has already been approved for AGD PACE or ADA CERP credits, NBC will grant an automatic approval once your request form and any applicable fees are received and the AGD/ADA provider number is submitted.

How much does it cost?

A rush fee of \$25 will be added when a request is submitted within ten business days of the program date.

Single Date:

- \$80 per approval
- \$40 for CDTs and NADL members

Multi-Date:

- \$120 per approval
- \$60 for CDTs and NADL members

Qualified Educational Provider:

Only for non-profit groups formed for the express purpose of providing education within dentistry.

- \$26 per single date approval
- \$13 for CDTs and NADL members

Qualified Course Provider (QCP):

QCPs will receive up to 200 course approvals and renewals during the calendar year for flat registration fee. QCP Courses will be listed with distinction in the Continuing Education Provider Directory: a collaborative project between the Foundation for Dental Laboratory Technology and NBC, found at www.dentallabfoundation.org/CEsearch/.

- \$3,500 per calendar year
- \$1,750 for CDTs and NADL Members per calendar year

Continuing Education Program Enhancements

Website Resources and Support

A portion of the NBC website is designed specifically for CE Providers. Go to www.nbccert.org/education/providers.cfm for information, to download forms and to contact CE Program staff at the NBC headquarters.

Same Course, Different Dates

If you are teaching the same class (same speaker, content, title and duration) at different times or locations throughout the calendar year, only one application is needed. A Multi-Date approval will be granted. With Multi-Date approvals (also known as "blanket approvals"), only one NBC Course Number will be assigned for use with all course offerings during a calendar year. This approval must be renewed annually.

Multiple Speakers, Same Course

If multiple speakers will be presenting the same course (content, title, length), all speaker names must be submitted with your approval request. All speaker credentials will be verified and the course approval will be recorded under the name of the first speaker when listed alphabetically.

Annual Renewals and Course Expiration Dates

In an effort to ensure that NBC-approved courses stay relevant and current, CE approvals are valid for the current calendar year and may be extended with a renewal application and payment.

Alternative Format Approvals

Courses presented in a published form, including webinars, pod-casts, magazines, and others, may be approved by the NBC. Approvals are issued just like traditional approvals.

Finding an Approved Course

NBC Approved Courses will be listed in the Continuing Education Provider Directory: a collaborative project between the Foundation for Dental Laboratory Technology and NBC, found at www.dentallabfoundation.org/CEsearch/.