

Common Pitfalls to Avoid

Double Approval/No Approval

Every effort should be made to assure appropriate communication with any organization for which you may be speaking. It is possible that the sponsoring organization will secure course approval on your behalf, but it is recommended that this be verified for every speaking engagement.

Scan Card Difficulties

In an effort to become more efficient and timely in tracking continuing education credits, the National Board for Certification in Dental Laboratory Technology uses electronic Scan Cards in order for CDTs and RGs to receive and track their credits. Scan Cards are provided when your course is approved, and on request for blanket approvals.

Once the course is over, the CE provider should verify that all Scan Cards have been correctly and completely filled in with pencil. They should be returned to NBC in a single stack, all facing the same direction. If they have been folded, bent, torn, stapled, moistened or otherwise mutilated, they may not be scannable and your attendees will not get their credit.

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 as a record of their credit in case something happens with the Scan Cards. They may submit a copy of their certificate with their renewal paperwork to get credit for the class. A sample certificate is provided by NBC for each course that is approved. We recommend that you reproduce this sample to create as many certificates as you need.

Keeping Inadequate Records

NBC also recommends that speakers and course providers maintain a roster of those who were actually in attendance, in addition to distributing the Certificates of Attendance. There are circumstances where an attendee may lose their certificate and this provides the backup necessary so that providers can verify attendance and NBC can issue credit.



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Continuing Education Approval Program



Guidelines — Who, What, When

Who can be an NBC-Approved Speaker?

If you are a current CDT, DMD or DDS, hold a foreign credential, or if you document that you have completed a post-secondary education in a related topic, you are welcome to present Scientific, Professional Development or Regulatory Standards courses.

Instructors who only wish to present Professional Development classes need not meet this requirement.



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 is assessed if a request form is received within ten business days of the program date.

Single Date:

- \$50 per approval
- \$25 for CDTs and NADL members

Multi-Date:

- \$94 per approval
- \$47 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 CE Provider:

Any company who wishes to apply to provide courses on an ongoing basis and would prefer to pay an annual flat fee. This will include up to 200 course approvals within a calendar year, including multi-date courses.

- \$3,250 per calendar year
- \$1,625 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, only one application is needed. A "blanket approval" will be granted. With blanket approvals, only one Course Number will be assigned for use with all course offerings during a calendar year. This 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.

Conference Approval Request Form

An NBC Conference Course Approval Request Form is available on request or from the website. This is only to be used for large meetings (like state association meetings) that would otherwise have to submit multiple forms.

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, but the sponsor must provide documentation for how participants will be monitored.

Finding an Approved Course

All NBC approved courses are listed online at www.dentallabfoundation.com/cesearch/. This is updated bi-weekly for all members of the dental team to see. This website receives over 14,000 hits per month.