

If you believe you have completed all of your CE requirements for license renewal, but your CE Broker record is still showing “incomplete,” please review your transcript for the most common errors listed below. The vast majority of transcripts are corrected and marked “complete” once the following have been addressed—specifically numbers 1 and 2. The Board staff is unable to review everyone’s transcript for errors prior to license renewal, especially as the end of the year approaches. Please use this to review your entries and correct any errors in your submissions.

It is the licensee’s responsibility to enter CE courses correctly. If there are errors, you will have to delete any incorrect entries and re-enter them yourself. The Board staff is unable to do that for you.

Dentists must complete 30 hours of CE before their next license renewal period. 20 of those hours must be personally attended.
 Hygienists must complete 20 hours of CE before their next license renewal period. 12 of those hours must be personally attended.
All CE must be clinical in nature. Non-clinical courses are not accepted. Please see number 5 in the chart below.

ALL LICENSEES	
Problem	Correction
<p>1. You took an online webinar or live broadcast event that met the requirements to be considered as “personally attended,” and you <i>incorrectly</i> entered it as a “live broadcast event” or a “webinar.”</p>	<p>Online courses are NOT considered personally attended by default.</p> <p>Online courses which meet the following criteria may be considered personally attended. If your online course was</p> <ul style="list-style-type: none"> A. given in real time, AND B. allowed for real time interaction between the presenter and the online participant, AND C. included MULTIPLE attendance checks, AND D. had a test at the end for online participants <p>Then you may report it as “personally attended.”</p> <p>To report this webinar or broadcast event as personally attended, you MUST ENTER IT AS A “CLASS” OR “LECTURE” AND SELECT THAT IT WAS PERSONALLY ATTENDED. If you say the course was a broadcast event or a live webinar, it will ONLY be considered online, and you will NOT get personally attended credit for it. You will need to delete the submission and re-enter it correctly.</p>
<p>2. You uploaded your BLS card in the regular clinical CE section.</p>	<p>You must upload your current BLS certification in the “CPR” section of CE Broker. If you have uploaded it as 3 hours of regular clinical CE, the mandatory BLS flag will not be cleared. Delete your incorrect BLS submission and enter it again the CPR section.</p>
<p>3. You did not complete BLS.</p>	<p>All licensees are required to maintain current BLS certification at all times. The most common courses are BLS Provider from the American Heart Association and BLS from the American Red Cross. (“Pediatric and Adult CPR and First Aid” is NOT the same as a BLS course.)</p> <p>If you believe your BLS course is considered an equivalent of the AHA or ARC BLS course, contact the Board to be sure it is accepted. BLS courses completed entirely online are NOT accepted.</p> <p>Upload your BLS card in the CPR section. Do NOT upload it in the regular, clinical CE section.</p>

4. You took ACLS and/or PALS, and you think it takes the place of your BLS requirement.	ALL licensees must maintain current BLS certification at all times. ACLS and PALS are not accepted in lieu of BLS. Take an appropriate BLS course. (See number 3 above.)
5. You entered courses as “non-clinical.”	<p>All CE submitted must be clinical in nature. “Clinical” refers to the actual delivery of dental or dental hygiene services directly to the patient.</p> <p>Examples of clinical CE: Infection control, anesthesia update, patient nutrition and behavioral management, smoking cessation, opioid management, and anything else related to patient care.</p> <p>Examples of non-clinical CE: OSHA updates, risk management, practice management, yoga classes, team building exercises, social media marketing</p> <p>If you mislabeled a clinical course as non-clinical, you’ll need to delete it and resubmit it correctly.</p>
6. You completed a course outside of the current license period.	All CE for license renewal must have been taken during your most recent two year license period. This would be between January 1 of the first year of your current license period and December 31 of the second year of your current license period. Double check your dates, and delete and resubmit your course(s) if there are errors.
7. You didn’t submit enough personally attended hours.	<p>If there are online courses that should have been submitted as personally attended, see number 1 to make corrections.</p> <p>If you simply did not complete enough personally attended CE, you will need to complete it before you may renew your license.</p>

DENTISTS WITH PERSONAL MODERATE SEDATION OR GENERAL ANESTHESIA PERMITS

Problem	Correction
8. You’re a dentist with a personal moderate sedation or general anesthesia permit, and you didn’t take ACLS and/or PALS.	<p>If you hold a personal adult moderate sedation or general anesthesia permit, you must submit a current ACLS card. If you hold a personal pediatric moderate sedation or general anesthesia permit, you must submit a current ACLS card and ALSO submit a current PALS card.</p> <p>ACLS and PALS cards must be entered in the CPR section. Do NOT enter it as regular clinical CE.</p> <p>If you hold a pediatric permit, and you never sedate patients over the age of 12, you may request an exemption from the ACLS requirement by sending a statement to that effect NO LATER THAN DECEMBER 27 to iris@lsbd.org.</p>

<p>9. You are NOT an oral surgeon, but you hold a personal moderate sedation or general anesthesia permit, and you haven't completed sedation or general anesthesia CE.</p>	<p>Adult moderate sedation and general anesthesia permit holders must personally attend 12 hours of sedation or GA CE every OTHER license period.</p> <p>Pediatric moderate sedation and general anesthesia permit holders must personally attend an additional 12 hours of pediatric sedation or GA CE every OTHER license period (for a total of 24 personally attended hours). If you never sedate patients over the age of 12, you may request an exemption from the 12 hours of adult sedation or GA CE by emailing iris@lsbd.org NO LATER THAN DECEMBER 27.</p> <p>*ACLS and PALS do NOT count toward these 12 (or 24) required hours.</p>
<p>10. You ARE an oral surgeon, and you hold a personal moderate sedation or GA permit, and you haven't uploaded CE for your permit renewal.</p>	<p>Recertification for deep sedation or general anesthesia as required by the American Association of Oral and Maxillofacial Surgeons every five years will fulfill your sedation or GA CE requirement. Upload your recertification letter as your "CE certificate" and give yourself 12 hours if you have an adult permit and 24 hours if you also hold a pediatric permit. Enter the date of the certification as within the last four years. We'll be able to view the actual date once we look at the certification letter itself.</p>

<p>EXEMPTIONS: NEW LICENSEES AND RESIDENCIES</p>	
<p>Problem</p>	<p>Correction</p>
<p>11. You're a new dentist and this is your first renewal; therefore, you're exempt from CE requirements, so you didn't enter anything.</p>	<p>You're exempt from MOST of the requirements. You still have to create a CE Broker account and upload your current BLS card as well as the opioid management CE course that you took to get your initial dental license.</p> <p>Your BLS card must be entered into the CPR section of CE Broker. Do not put it in the regular clinical CE section.</p> <p>Your opioid management must be entered in the "Louisiana State Board of Dentistry required opioid management" section. Enter the date you completed the course as a date after your license was issued.</p> <p>If you hold a personal moderate sedation or general anesthesia permit, you'll also need to upload a current approved ACLS and/or PALS card. They must be entered into the CPR section of CE Broker.</p>
<p>12. You're a new hygienist and this is your first renewal; therefore, you're exempt from CE requirements, so you didn't enter anything.</p>	<p>You're exempt from MOST of the requirements. You still have to create a CE Broker account and upload your current BLS card.</p> <p>Your BLS card must be entered into the CPR section of CE Broker. Do not put it in the regular clinical CE section.</p>

<p>13. You're in a residency; you're exempt from CE requirements, so you didn't enter anything into CE Broker.</p>	<p>You're exempt from MOST of the requirements. You still have to have a CE Broker account and report the exemption as well as your BLS card. You'll report the exemption by selecting "Report hours/exemption" and follow the prompts. Upload your current BLS card into the CPR section of CE Broker.</p> <p>If you hold a personal moderate sedation or general anesthesia permit, you'll also need to upload your current ACLS and/or PALS cards as well as your current BLS card. All of these must be entered into the CPR section.</p> <p>If it's your first dental license renewal, you'll also need to upload the opioid management course that you took to get your initial license. This must be entered in the "Louisiana State Board of Dentistry required opioid management" section. Enter the date you took the course as a date after your license was issued.</p>
---	--

DENTISTS: OPIOID MANAGEMENT OR OTHER CONTROLLED SUBSTANCES CE	
Problem	Correction
<p>14. You are a dentist who took the DEA required 8 hours of controlled dangerous substances prescribing CE to renew your DEA registration, and you want CE credit for them.</p>	<p>If your hours are from an approved provider (listed in Rule 1615), then you may receive CE credit for them. You must enter the course into the regular clinical CE section. Do NOT upload these hours into the Louisiana State Board of Dentistry required opioid management CE section. That section is ONLY for the ONE TIME LSBDD required opioid management CE which the vast majority of dentists completed in 2018 and 2019. (For information on 2018 Louisiana requirement, see 15.)</p>
<p>15. You are a dentist who never completed the ONE-TIME Louisiana required 3 hours of opioid management CE, and you've been submitting an affidavit to the Board office every renewal since 2018 for an exemption.</p> <p>NOTE: THIS IS COMPLETELY SEPARATE FROM THE 2023 CONTROLLED SUBSTANCES CE REQUIRED BY THE DEA IN THE MATE ACT. YOU MUST CONTACT THE DEA ABOUT THAT REQUIREMENT. SEE NUMBER 15.</p>	<p>Double check that you have not actually completed this. 98% of Louisiana dentists have completed this one time requirement. Most did this in 2018 or 2019. If you have NOT completed this requirement, then you would have been sending an affidavit for every single license renewal since that time. You also would have not been able to prescribe any controlled substances since 2018 within the state of Louisiana.</p> <p>Rather than keep requesting an exemption from this ONE TIME requirement, you may consider taking the course. You can do it online and will no longer have to submit the affidavit with each renewal. The first approved opioid management course listed on the CE page is free and fulfills this ONE TIME requirement. It will also count towards your regular CE hours. Upload your completion certificate into the "Louisiana State Board of Dentistry required opioid management" CE section. Do not upload it as regular, clinical CE.</p> <p>As the affidavit must be notarized and the original mailed (not faxed or emailed) to the Board office, and Board staff must review your prescribing history, obtaining this exemption takes time. If it is close to the end of the year, you are STRONGLY advised to complete this one time requirement and submit it to CE Broker so that you can go ahead and renew your license prior to the December 31 deadline.</p>