



## OUR MISSION

The Dental Hygiene Board of California's (DHBC) primary mission is to protect the public and meet the oral hygiene needs of all Californians.

SUMMER/FALL 2024 | NEWSLETTER

# DHBC

Dental Hygiene Board of California

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Anthony Lum, Executive Officer

## EXECUTIVE OFFICER MESSAGE

It's been a while since the last newsletter, so I thought it'd be a great time to resurrect it moving forward now that we've adjusted to new work schedules (including telework options) and are clear of the pandemic. We've been very busy, so let's get started.

Over the past couple of years, the Board has seen a transition in its membership. All the termed-out Board members have now been replaced with new members. The list of the current Board members and executive staff, along with our office information is available at the end of the newsletter. There are still two vacant public member appointments to be made and we're patiently waiting for those to occur.

We've been adjusting to conducting hybrid in-person and Webex board meetings as opposed to purely teleconference meetings through the pandemic. Incorporating new technology with our board meetings has been working great and has been instrumental in generating increased participation. The new hybrid system, where available, provides a method to reach more licensees, educators, students, stakeholders, and the public for input during meetings. For increased access to view the meetings, we've also included webcasting, which allows the public to view the meeting, but no voice interaction can occur. I've heard from many stakeholders that it's difficult for individuals to travel to meeting locations, so these newer online methods, when available, have allowed more participation than before.

Internally, we've added additional staff to process applications, renewals, and respond to stakeholders quicker and more efficiently. With the additional Licensing staff, application review times have decreased significantly, allowing students to qualify for the Law and Ethics examination and ultimately receive their licenses. This also applies to license renewals, as an increase in staff allows for better response times to phone calls and emails for quicker resolutions. In Enforcement, we're able to review and process complaints more efficiently with faster follow-up. Our program addresses the entire state dental hygiene licensee population, processing all the applications, work the enforcement program, assist with issues, and oversee the 29 dental hygiene educational programs in the state. This is double the number of staff we had just a decade ago, and although problems will always arise, we're better equipped and staffed today to address them efficiently and effectively.

The Board completed its Sunset Review in 2023, where the state Legislature periodically evaluates the program and decides whether to continue its operations. There were no major issues at the 2023 Legislative sunset hearing, and the Board has been approved to continue its operations through January 1, 2028. One item that was approved by the Legislature is the elimination of the clinical examination requirement for California dental hygiene school graduates who apply for the license within three years of graduation after the January 1, 2024, effective date. Any state applicant who applies three (or more) years after the date of graduation or any out-of-state applications at any time must provide a passing clinical examination score from a Board-approved examination administrator to apply toward the state dental hygiene license.

## FEATURED ARTICLES

New Laws and Regulations

License Renewal Information and Reminder

Continuing Education (CE) Information



**DHBC**  
Dental Hygiene  
Board of California



CALIFORNIA DEPARTMENT OF  
**CONSUMER**  
AFFAIRS

24-226



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## NEW LAWS AND REGULATIONS

### LAWS

Assembly Bill 1257 (Ch. 677, Statutes of 2023), effective January 1, 2024, provided the Board the following provisions in law:

- 1) Authorizes an appointing authority to remove a member of the Board appointed by that appointing authority, as specified.
- 2) Extends the repeal date of the Board and related appointment provisions to January 1, 2028.
- 3) Graduation on or after January 1, 2024 (bill’s effective date), from a California accredited dental hygiene educational program approved by the Board within the preceding three years from the application date satisfies the requirement for satisfactory performance of the dental hygiene examination given by the Western Regional Examining Board or any other clinical or dental hygiene examination approved by the Board.
- 4) Requires an applicant for licensure as a registered dental hygienist to maintain a current, valid certification in basic life support, as prescribed.
- 5) Authorizes the Board to increase the prescribed mandatory course work for license renewal to 10 hours per renewal period, if necessary.
- 6) Authorizes a person licensed as a registered dental hygienist or a registered dental hygienist in alternative practice to provide oral health in-service training to staff in a long-term health care facility.

### REGULATIONS

The following regulations were approved by the Office of Administrative Law that provides new authority for the Board in the law:

California Code of Regulations (CCR) Title 16, Division 11—Dental Hygiene Board of California	Regulatory Function
16 CCR section 1104.1	Process for Approval of a New RDH Educational Program.
16 CCR section 1104.3	Inspections, Citations, Fines, and Probation for Dental Hygiene Educational Programs (DHEP)
16 CCR section 1105	Requirements for DHEPs
16 CCR section 1105.2	Required Curriculum for DHEPs
16 CCR section 1114	Licensure: Veterans and Military Spouses
16 CCR section 1117	Dentist Relationship for RDHAPs
16 CCR section 1118	Registered Dental Hygienists in Alternative Practice, Performance of Soft Tissue Curettage and Administration of Local Anesthesia.
16 CCR section 1119	Retired License
16 CCR section 1138.1	Unprofessional Conduct

## LICENSE RENEWAL INFORMATION AND REMINDER

It's illegal to practice dental hygiene with an expired license, so be sure to complete your license renewal early and prior to its expiration. Many employers may suspend your practice eligibility if the license is not kept current and the Board has no control if that were to occur. Follow these tips to ensure your renewal process goes smoothly and efficiently:

1. Be aware of exactly when your license expires so you can renew well before its expiration date and continue to practice without interruption or have time to contact us with any issues. All licenses, except the issuance and renewal of an initial license, are renewed on a biennial (two-year cycle) and expire on the last day of the licensee's birth month in an odd- or even-numbered year, depending on when you were born.

For example, if you were born on January 1, 2010, your license will expire on January 31 of every even-numbered year after your first license renewal. The same applies to the licensees born in odd-numbered years. The process was set up this way to make it easier for licensees to remember their license expiration date. The window to renew the license opens 45-60 days in advance of the expiration date and should be renewed within this period to avoid any work issues.

The Board cannot grant any type of extension of the license renewal and will only waive the renewal fees for specific reasons like actively serving in the military. Licenses not renewed prior to the expiration date may be charged a Delinquent License Fee of half the current License Renewal Fee.

2. If the license is being renewed for the first time after the initial issuance of the license, a renewal will need to be completed anywhere from three to 23 months after your license is issued. This is due to the explanation of the two-year biennial renewal cycle as stated above and the fact that the license can be valid for no longer than 24 months. Licensees renewing their license for the first time are exempt from the continuing education (CE) requirements, but after the first renewal is complete, they begin the two-year biennial renewal cycle and are required to complete the current amount of required CE hours to renew the license every two years.
3. License renewals can now be completed efficiently through the BreEZe online computer system. It is available through the Board's website at [www.dhbc.ca.gov](http://www.dhbc.ca.gov) or through the BreEZe website directly at [www.breeze.ca.gov](http://www.breeze.ca.gov). Renewing your license through BreEZe is the most efficient and time-saving method to renew. It allows you to answer all the required license renewal and survey questions online and pay the License Renewal Fee with a credit card in real time, with minimal delays in processing. Once completed, a new pocket license is requested and will be sent to the licensee's address of record on file with the Board within

### CURRENT LICENSE RENEWAL FEES AS OF JUNE 30, 2024

LICENSE TYPE	BIENNIAL LICENSE RENEWAL FEES	CONTINUING EDUCATION (CE) REQUIRED FOR RENEWAL
RDH (biennial 2-year renewal)	\$300	Yes, 25 CE hours
RDH Delinquent Renewal Fee	\$150 (1/2 License Renewal Fee)	N/A
RDH 1st time license renewal	\$300	No, exempt for 1st renewal
RDHEF	\$300	Yes, 25 CE hours
RDHEF Delinquent Renewal Fee	\$150 (1/2 License Renewal Fee)	N/A
RDHAP	\$160	Yes, 35 CE hours
RDHAP Delinquent Renewal Fee	\$80 (1/2 License Renewal Fee)	N/A

two weeks. The Board encourages all licensees to renew their license(s) through the system or to address any other issues like name or address changes for their records.

4. Please be sure to occasionally check the information in your license record as listed in the BreEZe computer system. Or you may conduct a license search through the icon on the homepage of our website at [www.dhbc.ca.gov](http://www.dhbc.ca.gov) for the latest information about your license. If the information needs to be updated, please inform us as quickly as possible, especially with an address or name change, which is required by law. Updating your information ensures that you receive the new pocket license or notifications in a timely manner and that your license record is accurate.
5. Hard-copy paper license renewals will only be sent to the licensee's address of record on file with the Board after the licensee requests it. They are no longer sent automatically to save on costs and resources. The Board suggests submitting hard-copy renewals with a check or money order to pay the renewal fees early to provide adequate processing time before the license expires to avoid any work issues. It will be the licensee's choice to renew via paper or online, but not both methods, as this may cause complications and possible delays in the license renewal process.
6. If there are any questions about the license renewal, be aware that the Board is busiest during the first and last weeks of each month, addressing the influx of license renewal issues and questions from licensees. This is the primary reason the Board requests all licensees renew their licenses early to enable staff adequate time to review the license record for any possible issues that may arise during the license renewal process. The window to renew the license opens at least 45 days in advance of the license expiration date so contacting us early about any issues is to the licensee's benefit to resolve them.





## CONTINUING EDUCATION (CE) INFORMATION

The CE requirements for licensees to complete within the 24-month period prior to their next license expiration are as follows:

- a. **RDH: 25 total CE hours**, including a minimum of two hours of Infection Control, a minimum of two hours of Dental Practice Act, taken from a CE provider approved by the Board, and a minimum of two hours of Basic Life Support (BLS). The Board may award up to a maximum of four hours for the BLS course. All BLS courses must be approved by the American Heart Association, American Red Cross, or CE providers approved by CERP, PACE, or the Dental Board of California. A live, in-person skills test is required for completing the BLS course. The skills portion of the test can't be completed online and any BLS coursework done completely online will not be accepted. In addition, half the hours (12.5) must be obtained through live interactive courses which includes live, interactive webinars (not recorded webinars) where there is live interaction between the course provider/speaker representative and the licensee participants.
- b. **RDHAP: 35 total CE hours**, including a minimum of two hours of Infection Control, a minimum of two hours of Dental Practice Act, taken with a CE provider approved by the Board, and a minimum of two hours of Basic Life Support (BLS). The Board may award up to four hours for the BLS course. All BLS courses must be approved by the American Heart Association, American Red Cross, or CE providers approved by CERP, PACE, or the Dental Board of

California. A live, in-person skills test is required for completing the BLS course. In addition, half the hours (17.5) must be obtained through live interactive courses, which includes live, interactive webinars (not recorded webinars) where there is live interaction between the course provider/speaker representative and the licensee participants.

- c. **RDHEF: 25 total CE hours**, including a minimum of two hours of Infection Control, a minimum of two hours of Dental Practice Act, and a minimum of two hours of Basic Life Support (BLS). The Board may award up to a maximum of four hours for the BLS course. All BLS courses must be approved by the American Heart Association, American Red Cross, or CE providers approved by CERP, PACE, or the Dental Board of California. A live, in-person skills test is required for completing the BLS course. In addition, half (12.5) hours must be obtained through live interactive courses as stated above.

**Important:** The completed CE certificates of completion should be maintained by the licensee for six years or three license renewal cycles in the instance the CE proof of completion needs to be submitted to the Board in the case of a CE audit or other purpose requested by the Board.

Additional CE information is available on our website at [www.dhbc.ca.gov](http://www.dhbc.ca.gov) under the Licensees tab.



## CE AUDIT INFORMATION

The Board conducts random CE audits of licensees after the license renewal to check for CE compliance. This is to ensure all CE requirements were fulfilled at the time of the identified license renewal. As stated above, it is important to maintain the CE records for up to six years, as the Board is allowed to conduct CE audits up to three prior license renewals and will request proof of CE completion for the respective renewal. It is the licensee's responsibility to provide the proof of CE completion using the certificates of completion. The licensees selected for audit are chosen at random and are notified as quickly as possible of the audit.

Once chosen for an audit, instructions for compliance are emailed or sent by mail to the licensee for immediate attention and request for CE documentation. If, after review, the received CE documentation shows compliance, no further action is required from the licensee, and notification from the Board will be sent. However, if the CE requirements are not fulfilled at the time of renewal for the audit, the license record is held from any future license renewals, and the file is forwarded to the Board's Enforcement Unit for action. The Board's Enforcement staff then contact the licensee with instructions for compliance. Once all requirements are fulfilled, including any possible fines and order of abatement, the enforcement hold on the license is removed, and licensees will be allowed to renew their license at the next expiration.



## RETIRED LICENSE INFORMATION

Many licensees have reached a point in their career where they are considering retirement. The Board created a pathway for licensees to retire their license upon exiting the profession. To transition or renew to a retired license after January 1, 2023, the following is required:

# 1

Hold an active license or an inactive license in good standing with no disciplinary issues, and not placed on inactive status because of revocation or suspension.

# 2

Submit a completed "Application for a Retired RDH, RDHAP, or RDHEF License" DHBC RLC-01 (New 11/20) to the Dental Hygiene Board( attached).

# 3

Submit a non-refundable \$80 processing fee to the Board.

Please review "Retired License" under the "Licensee" tab of the website ([www.dhbc.ca.gov](http://www.dhbc.ca.gov)) for further information.

## MILITARY INFORMATION

For individuals or licensees seeking to practice in California using active military orders for themselves or their spouse/significant other, please go to this link [Information for Military Personnel and Their Families—California Department of Consumer Affairs](#) to obtain the information on this issue.

## RDHAP PROOF OF DENTAL RELATIONSHIP

Effective July 1, 2022, all RDHAP licensees must provide documented proof of a dental relationship with at least one licensed dentist for consultation, referral, and emergency services at every biennial license renewal. The dental relationship was always required by law; however, the Board never requested updated documentation informing us of a change in dental relationships or that there was no longer any relationship between the RDHAP and the prior dentist. A recently approved regulation requires the RDHAP to report a dental relationship for every license renewal in the interest of consumer protection. The official form can be found on the Board's website at [www.dhbc.ca.gov](http://www.dhbc.ca.gov) under the "Forms and Publications" tab.

## RDHAP INFORMATION RE: SOFT TISSUE CURETTAGE (STC) AND LOCAL ANESTHESIA (LA)

Effective April 1, 2022, Registered Dental Hygienists in Alternative Practice (RDHAP) may perform soft tissue curettage and administer local anesthesia to their patients under specific conditions as outlined in 16 CCR section 1118, which states: "A licensed RDHAP may perform soft tissue curettage and administer local anesthesia in accordance with the provisions of this section. The RDHAP shall:

The RDHAP shall:

- a. Consult with a California licensed dentist to authorize the use of soft tissue curettage or local anesthesia for each patient to be treated by the RDHAP in local anesthesia or soft tissue curettage. The consultation shall be documented in the patient's chart and include, without limitation, the date of consultation, name of consulting dentist, and the consulting dentist's California license number.
- b. Have the physical presence on the premises of one additional individual trained in basic life support and qualified to administer cardiopulmonary resuscitation during an emergency when soft tissue curettage or local anesthesia administration will take place. For the purpose of section 1926.01(b), "immediately available" means physical presence onsite.
- c. Have access to portable oxygen administration equipment to assist with administration of basic life support.

If you have any questions on this issue, please contact us.



## Frequently Asked Questions

# FAQs

### What are the laws and regulations that govern registered dental hygienists?

Laws and regulations specifically define the duties each category of dental hygienist is allowed to perform, the level of dentist supervision required, and the settings in which the duties may be performed. It is a criminal offense to perform illegal functions (outside the scope of practice allowed by law), as well as grounds for license discipline of both the person performing the illegal function and any person who aids such illegal activity. The duties and responsibilities of RDHs, RDHAPs, and registered dental hygienists in extended functions (RDHEFs) are in Business and Professions Code (BPC) sections 1900 through 1967.4. You can download a publication of our laws and regulations at our website [www.dhbc.ca.gov](http://www.dhbc.ca.gov) by selecting "Laws and Regulations" under "Quick Hits."

### How long does it take for the Board to process my application for licensure

The Board is allowed up to 90 days to initially review an application and contact the applicant of any deficiencies or current status: However, it's normally much shorter than this. The Board does have a link on its website where application processing times are posted quarterly. Simply go to [www.dhbc.ca.gov](http://www.dhbc.ca.gov) and scroll down the homepage toward the bottom where the "Quarterly Licensing Data" icon is posted. Click on the icon and decide which area of Licensing Data you'd like to review. Many times, applications with longer processing times are due to the applicant not submitting requirements for licensure to approve and move the application forward. Until the Board receives the documents and requirements the application is deficient, the application will not move forward. Please check the respective chosen pathway to licensure checklist for all licensure requirements. Checklist for all licensure requirements.

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## Where can I make a complaint against a dental hygienist?

A complaint can be submitted by someone in the profession or a consumer if you have concerns about a dental hygienist. The Consumer Complaint Form can be downloaded from the Board's website, [www.dhbc.ca.gov](http://www.dhbc.ca.gov). Click on the "Consumers" tab and then "Complaint Information." You can also call the Board to have the complaint form mailed to you; our toll-free number is (866) 810-9899. In addition, you can use the BreEZe system to file a complaint; click on the BreEZe button on the Board's homepage, then click on "File a Complaint." Please be aware that complaints are handled according to the date received or the egregiousness of the complaint content. A complaint with a higher degree of potential consumer harm will take priority over other complaints.

## How can I request a replacement wall or pocket license?

A duplicate pocket identification (ID) card or duplicate wall certificate costs \$25 each (\$50 if a licensee requests both licenses). The request must be submitted in writing on the appropriate form with the correct fees. The licensee must also submit the existing pocket ID card or wall certificate that is being replaced, as appropriate, or provide a statement signed under penalty of perjury that the license or certificate has been lost, stolen, or misplaced. The "Request for Duplicate/Replacement License" form can be found at [https://dhbc.ca.gov/formspubs/app\\_lic\\_replace.pdf](https://dhbc.ca.gov/formspubs/app_lic_replace.pdf). A request for a duplicate license or wall certificate can also be requested and paid for with a credit card through the BreEZe online system; the link can be found on the Board's website, [www.dhbc.ca.gov](http://www.dhbc.ca.gov), or click on [www.breeze.ca.gov](http://www.breeze.ca.gov).

## How can I request a Certification of Licensure from the Board to be sent to another state or jurisdiction where I'd like to apply for a license?

To request a Certification of Licensure, you can request this through your online BreEZe account on the BreEZe website at: [www.breeze.ca.gov](http://www.breeze.ca.gov) or you can download the Certification of Licensure request application on our website at: [www.dhbc.ca.gov](http://www.dhbc.ca.gov); click on "Forms and Publications" and scroll down to Certification of Licensure Request Form. Download and complete the application and send it back to us with a check or money order for \$50 made out to the "Dental Hygiene Board of California" at the letterhead address on the application. Or if completed through BreEZe, payment can be made with a credit card.

Be sure to include the information of where you want the certification to be sent. The process to complete the certification can take 4–6 weeks depending on the time to obtain the physical licensing record, if needed, and staff's workload, especially if an exact exam score is requested, as they are processed on a first received, first-processed basis. *The Board does not complete other state's forms* and will only confirm California license information with documentation that has our seal. The Board's Certification of Licensure does not contain an exact clinical exam score, only that the licensee passed with at least 75%. If you need an exact exam score, you must contact the exam administrator directly. If you need the exact state clinical exam results, staff must request the hard-copy license record from the State Records Center, which could delay the processing of your request a few weeks.

## Are all dental hygiene licensees subject to a random continuing education (CE) audit after the license renewal?

Yes. All dental hygiene licensees are subject to a random CE audit if selected to ensure the completion of the required CE hours to renew the license. This is fair to all licensees, and if chosen, Board staff will contact them with instructions on the procedure, required documentation that needs to be submitted to the Board for review, and due date. Please remember the Board may audit for the past three license renewals, so maintain the CE records and certification of completion for at least six years (three license renewals).

## Do I have to notify the Board if I change my address?

Yes. BPC section 1934 states: "A licensee who changes his or her physical address of record (AOR) or e-mail address shall notify the Board within 30 days of the change." Failure to notify the Board of a change of address means that the licensee would no longer have a current address of record and would not receive important information such as their new license, notifications, reminders, communications, or updates. If a licensee fails to notify the Board of an address change within the prescribed timeline by law, they could face an administrative fine as a penalty.

## Where can I obtain information on the Board's meeting schedule, materials, and information from past meetings?

The schedule of the Board's public meetings (current and past) is available on our website at: [www.dhbc.ca.gov](http://www.dhbc.ca.gov). There's a link titled "Board Meetings" at the top of the Board's homepage to review the meeting schedule and materials used for the meeting. The Board's calendar lists meeting dates and locations when posted. Also available are meeting agendas, materials, addendums, and minutes. Past meeting information may be found in the archive file at the bottom of the Board meetings page.



## 2024 BOARD MEETING SCHEDULE

November 15–16, Sacramento

## OFFICE CONTACT INFORMATION

### OFFICE ADDRESS:

#### Dental Hygiene Board of California

2005 Evergreen St., Suite 1350  
Sacramento, CA 95815

### PHONE NUMBERS:

Ph.: (916) 263-1978

Fax: (916) 623-4093

Toll Free: (866) 810-9899

[dhbcreezeinfo@dca.ca.gov](mailto:dhbcreezeinfo@dca.ca.gov) (BreEZe computer issues)

[dhbcapplicantsinfo@dca.ca.gov](mailto:dhbcapplicantsinfo@dca.ca.gov) (Application issues)

[dhbc.cert.license.request@dca.ca.gov](mailto:dhbc.cert.license.request@dca.ca.gov) (Certification of Licensure inquiries)

[dhbc-CEU@dca.ca.gov](mailto:dhbc-CEU@dca.ca.gov) (Continuing Education issues or inquiries)

[dhbcdhep@dca.ca.gov](mailto:dhbcdhep@dca.ca.gov) (Dental Hygiene Educational Program inquiries or issues)

[dhbc renewals@dca.ca.gov](mailto:dhbc renewals@dca.ca.gov) (License Renewal inquiries or issues)

## 2024 BOARD MEMBERS

Carmen Dones, RDH Education Member, President  
Sonia “Pat” Hansen, RDH Member, Vice President  
Naleni “Lolly” Tribble-Agarwal, RDH Member, Secretary  
Sherman King, Public Member  
Michael Long, RDHAP Member  
Justin Matthews, Public Member  
Sridevi Ponnala, DDS, Dentist Member  
Public Member—Vacant  
Public Member—Vacant

## EXECUTIVE STAFF

Anthony Lum, Executive Officer

Albert Law, Assistant Executive Officer