

DENTIST FAQ's

1. How many hours of continuing education (CE) do I have to complete to renew my license?

This information may be found on the agency website:

- Go to <http://dsps.wi.gov>;
- Click on the link labeled "PROFESSIONS" on the left-hand side of the page;
- Use the link on the Professions page to find the profession you want;
- Under the heading "LICENSING", click on the link labeled "EDUCATION" and scroll to the bottom of the page, where you will find the CE requirements

2. How many credit hours have I already taken?

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses they have completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject of a random audit or is turning in a late renewal application.

3. Can you please send me a list of all the courses I have already taken?

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses they have completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject of a random audit or is turning in a late renewal application.

4. Where on your website can I see the courses I have taken?

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses they have completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject of a random audit or is turning in a late renewal application.

5. Please send me a list of CE courses I can take to satisfy the requirement for my profession.

This information may be found on the agency website:

- Go to <http://dsps.wi.gov>;
- Click on the link labeled "PROFESSIONS" on the left-hand side of the page;
- Use the link on the Professions page to find the profession you want;
- Under the heading "LICENSING", click on the link labeled "EDUCATION";
- Once on the Education page, click on the link for the approved CE course listing

[Approved Dental CE Courses](#)

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6. What are the CE requirements to maintain my certificate for conscious sedation?

There is no CE requirement to maintain the conscious sedation certificate. You acquire your sedation certificate under the requirements of Wis. Admin. Codes § DE 11.05, DE 11.06 or DE 11.07. Once you have it, it will be renewed at the time you renew your dentist's license. You do not have to take any further classes to renew it.

[Dental Anesthesia Administrative Code](#)

7. Where do I send the proof that I completed my CE?

Licensees are only required to send a course completion certificate, transcript or any other printed evidence that they have completed a continuing education program to DSPS if they are renewing late or they are subjected to a random audit. When renewing, licensees are required only to affirm that they have completed their CE requirements by checking a box on the renewal form.

8. Is a CEU (continuing education unit) or a Contact Hour the same as a CE hour?

A contact hour is very often defined as not less than fifty minutes spent in attendance of a course. 2007 Wisconsin Act 31 does not specify what constitutes a CEU, Contact Hour or CE Hour.

[2007 Wisconsin Act 31 Dental Continuing Education](#)

9. Can I use the same course to satisfy the CE requirements for two (or more) professions?

If the course satisfies the CE requirements stated in the Administrative Code for both professions, then the same CE course hours may be used to satisfy the CE requirements for both professions.

10. Can I get a waiver / extension of my CE requirement?

2007 Wisconsin Act 31 § 447.056 (4) states that a licensee may request a waiver CE requirements for the following reasons:

(4) The examining Board may waive the continuing education requirements under sub. (1) if it finds that exceptional circumstances such as prolonged illness, disability, or other similar circumstances have prevented a person licensed to practice dentistry from meeting the requirement.

[2007 Wisconsin Act 31 Dental Continuing Education](#)

11. What happens if I don't renew my license?

Wisconsin does not have an "inactive" status for licenses. If a licensee chooses not to renew their license it will expire. DSPS will not attempt to contact a licensee after their license expires. If a licensee chooses to renew their expired license during the first five years following the renewal date, they must provide documentation showing they have completed their CE requirements, if any, and pay the renewal fee plus a late fee to activate their license. If a licensee chooses to renew their expired license after five years following the renewal date, they must reapply for a license.

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12. Can I have an “inactive” license?

Wisconsin does not have an “inactive” status for licenses. If a licensee chooses not to renew their license it will expire. DSPS will not attempt to contact a licensee after their license expires. If a licensee chooses to renew their expired license during the first five years following the renewal date, they must provide documentation showing they have completed their CE requirements, if any, and pay the renewal fee plus a late fee to activate their license. If a licensee chooses to renew their expired license after five years following the renewal date, they must reapply for a license.

13. May I use my graduate courses to satisfy CE requirements?

Reference 2007 Wisconsin Act 31 for an explanation of approved CE courses.

[2007 Wisconsin Act 31 Dental Continuing Education](#)

14. Do I have to submit the original certificates from my CE courses or will copies be accepted?

In the event that a licensee is renewing late or is selected for a random audit, copies of CE certificates will be accepted as proof of CE completion.

15. How long do I need to retain my CE certification records and what are the rules regarding compliance audits?

Wis. Admin. Code § RL 447.056 (5) states:

(5) A person who is licensed to practice dentistry shall keep a written record detailing each continuing education credit completed in compliance with sub. (1) and shall maintain the written record for not less than 6 years after the person completes each credit. The examining Board may require applicants for renewal of a license to practice dentistry to submit proof of compliance with the requirements of this section.