



Board Of Denturists
Meeting Notice
April 27, 2023

Time: 3:00 p.m.

Location: Skamania Lodge
1131 SW Skamania Lodge Way
Stevenson, WA 98648
Rainier Room

Contact Person: Vicki Brown, Program Manager
(360) 236-4865

Board/Committee Members: Joshua Brooks, LD, Chair
Cody Carson, LD, Vice Chair
Val Charron, LD
Szilard Zombor, LD
Keith Gressell, DMD
Shirlynn Walter – Public Member
Gayle Horner – Public Member

Assistant Attorney General: Heather Carter, Assistant Attorney General

Staff: Trina Crawford, Executive Director
Vicki Brown, Program Manager
Karen Gohlsen, Program Support
Patience Roquemore, Program Support

Guest Presenters: None

OPEN SESSION:

1. Call to Order – Josh Brooks, LD, Chair

- 1.1. Introductions
- 1.2. Approval of the agenda
- 1.3. Approval of the December 9, 2022 meeting minutes

2. 2023 Legislation Update – Trina Crawford, Executive Director

Program manager will lead discussion on current bills of interest with the advisory committee.

3. Rules – Vicki Brown, Program Manager

- 3.1. Health Equity Continuing Education Update - The board will be provided with an update on the status of the CR-102 for health equity continuing education.
- 3.2. Prefabricated Implant Abutments - The board will review the draft changes to the prefabricated implant abutment language. The board may decide on the filing of a CR-102 for this rule.

4. Jurisdiction Reviews – Vicki Brown, Program Manager and Szilard Zombor, LD

The reviewing member will present his recommendations for the jurisdiction reviews for the full board's consideration and action.

5. Re-Approval of Denturists Schools and Programs – Joshua Brooks, LD, Chair and Keith Gressell, DMD

The reviewing members will present their review of the denturist schools/programs for the full board's consideration and action.

6. Operational / Delegation – Josh Brooks, LD, Chair

- 6.1. The board will review for approval an updated signature delegation form.
- 6.2. The board will review for approval on updated decision-making delegation form.
- 6.3. The board will review their bylaws.

7. College Of Denturists of Ontario – Vicki Brown, Program Manager

The board will be presented with information and may decide on the written examination and Oski based examination administered by the College of Denturists of Ontario.

8. Written Examination Request Update – Vicki Brown, Program Manager

The board will be presented with information from the special committee and their recommendation regarding the two candidates that requested to take the written examination for a fourth time. The board may decide on the recommendation.

9. Review of Current Policies – Vicki Brown, Program Manager and Trina Crawford, Executive Director

- 9.1. DN-01 ADA Policy
- 9.2. DN-02 Minimum Number of Candidates
- 9.3. DN-03 Recognition of DN Educational Programs
- 9.4. DN-04 Scoring for Clinical Exam
- 9.5. DN-05 Exception Application Policy
- 9.6. DN-06 Initial Assessment Threshold Policy
- 9.7. DN-07 Mandatory Malpractice Reports Policy
- 9.8. Guideline for Written Exam Retake Fee

10. Discipline Question and Answer – Bill Kellington, Supervisor Staff Attorney

Bill Kellington, Supervising Staff Attorney will give a discipline refresher to the board and have a question-and-answer session.

11. Discussion and Presentation by The Office of Inspections and Legal Services (OILS) – Investigator Paul Bakala and Investigator Kathleen Mills

Paul Bakala and Kathleen (Kate) Mills will give an update and presentation on the role of the investigator and may provide comments on the Denturist Inspection (Infection) Report form.

12. Program Manager Report – Vicki Brown, Program Manager and Trina Crawford, Executive Director

- 12.1. Interim Operating Budget Report
- 12.2. 2021-2023 Business Plan
- 12.3. Licensing and Disciplinary Statistics
- 12.4. Other

13. Consent Agenda – Vicki Brown, Program Manager

The following item(s) and any additional correspondence received or sent is for the board's information. If separate discussion is desired on an item, a single motion by a board member will place the specific item(s) on the regular business agenda. If there is no motion, there will be no discussion.

14. Future Agenda Items and Planning for Future Meetings – Vicki Brown, Program Manager

- 14.1. Budget Report
- 14.2. 2023-2025 Business Plan
- 14.3. Licensing and Disciplinary Statistics
- 14.4. School Review
- 14.5. Update on the rule prefabricated implant abutments
- 14.6. Update on rule for health equity continuing education

15. Public Comment – Vicki Brown, Program Manager

The board will hear comments from the public.

16. Adjournment – Josh Brooks, LD, Chair

Next Scheduled Meeting:

Date: June 16, 2023
Time: 12:00 P.M.
Location: To Be Determined



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
PO Box 47852 · Olympia Washington 98504-7852

BOARD OF DENTURISTS WEBINAR MEETING MINUTES

Friday, January 27, 2023

Board Members Present: Josh Brooks, Chair
Cody Carson, Vice-Chair
Vallan Charron
Gayle Horner, Public Member
Keith Gressell, DMD
Shirlynn Walter, Public Member
Szilard Zombor
Eric Hansen, Pro-Tem Member
Melissa Brulotte, Pro-Tem Member

Staff Present: Vicki Brown, Health Services Consultant 4
Trina Crawford, Executive Director
Heather Carter, Assistant Attorney General (AAG)
Patience Roquemore, Administrative Assistant

Others Present: James Anderson
Lauren Johnson, Washington State Dental Association (WSDA)
Carolyn Logue, Washington Denturist Association (WDA)

Friday, January 27, 2023

OPEN SESSION

1. CALL TO ORDER

The open session of the webinar meeting was called to order at 12:03 p.m. by Joshua Brooks, Chair.

1.1 Introduction of board members and staff

The board members and staff were introduced.

1.2 Public Comment – The public will have an opportunity to provide comments. If you would like to comment during this time, please limit your comments to two minutes. Please identify yourself and who you represent, if applicable, when the Chair opens the floor for public comment.

1.3 Approval of agenda

A motion was made by Keith Gressell, DMD to approve the January 27, 2023 agenda as amended. Agenda items under 7. Program Management Report to be renumbered accordingly.

1.4 Approval of October 28, 2022 webinar meeting minutes

A motion was made by Val Charron to approve the October 28, 2022 webinar meeting minutes as presented. The motion was seconded, and the board unanimously approved the October 28, 2022 webinar meeting minutes as presented.

2. 2023 LEGISLATION UPDATE – Information will be provided to the board on any legislation introduced that would impact them.

Ms. Crawford updated the board on the following 2023 legislation that does not directly affect the board's laws:

- HB 1466 – Dental auxiliaries
- HB 1576 – Dentist and dental hygienist compact
- HB 1678 – Dental therapists
- HB 1287 – Dental hygiene initial limited license
- HB 1327 – Faculty in dental schools
- HB 1503 – Collecting health care professionals' information

3. WRITTEN EXAMINATION POLICY UPDATES

3.1 The board will review and may decide on the proposed change to policy DN 01 American with Disabilities Act (ADA) made by Heather Carter, AAG.

Ms. Carter has reviewed the board's policy DN 01 American with Disabilities Act (ADA) and is proposing some minor updates. She will forward her updates to staff to have added to the April 27, 2023 meeting agenda.

3.2 The board will be provided with an update on the proposed policy on the amount of additional time a candidate can request to take the written examination.

This agenda item was deferred to the April 27, 2023 board meeting.

3.3 The board will review and may decide on if a candidate may be allowed to take the written examination for a fourth time.

After discussion on this item, a motion was made to create a committee to review the candidate's previous exams. The committee will make a recommendation to the full board at the next meeting. The committee will consist of: Val Charron, Dr. Gressell, Szilard Zombor, Trina Crawford, and Vicki Brown.

Staff will schedule a meeting for the committee and provide the documents that are to be reviewed. Staff will notify the candidates of the board's decision and they will be notified of the board's decision in 90 days.

4. RULES

4.1 Health Equity Continuing Education

The board held a rules workshop and adopted the proposed language for health equity continuing education. Staff were requested to begin working on the CR-102 documents for this rule.

4.2 Prefabricated Implant Abutments

The board held a rules workshop to review the proposed changes to the prefabricated implant abutment language. Ms. Carter suggested language changes to the proposed language. The proposed language changes will be presented to the full board for review at the April meeting.

5. JURISDICTION REVIEWS

The board assigned the jurisdiction reviews for presentation at the April meeting as they are listed below.

- Arizona – Szilard Zombor
- Idaho – Szilard Zombor
- Maine – Szilard Zombor
- Montana – Szilard Zombor
- Oregon – Szilard Zombor

6. RE-APPROVAL OF DENTURIST SCHOOLS/PROGRAMS

The board members were assigned denturist schools/programs for review and presentation at a future meeting.

- American Denturist College – Keith Gressell, DMD
- Bates Technical Institute – Keith Gressell, DMD
- George Brown – Josh Brooks
- Northern Alberta Institute of Technology (NAIT) – They have decided not to reapply for approval as upon further consideration, they have decided not to move forward

whit this request as their investigation shows that NAIT students do not tend to continue their career/education in Washington State.

7. PROGRAM MANAGEMENT REPORT – Information provided to the board by the Executive Director and Program Manager.

7.1 Interim Operating Budget Report

Ms. Crawford shared that the budget is in good shape with revenue continuing to exceed expenditures. Travel costs have gone down since all meetings were conducted via webinars due to COVID but expects these to raise now that the board will be conducting in-person meetings again.

7.2 2021 – 2023 Business Plan

Ms. Brown provided the board with a copy of the 2021 – 2023 business plan. She shared that this is a living document. The board reviewed and did not make any changes to their 2021 – 2023 business plan. This will be added to the next agenda.

7.3 Licensing and disciplinary statistics

Ms. Brown provided licensure and disciplinary statistics to the board. Statistics presented are as follows:

CREDENTIAL STATUS	DENTURIST LICENSURE	DENTURIST ALTERNATE LOCATIONS	TOTAL
Active	148	22	170
Revoked	5	---	5
Suspended	8	2	10
Active with Conditions	1	---	1
Inactive	1	---	1
Active on Probation	1	---	0
Retired Active	4	---	4
Voluntary Surrender	1	---	1

7.4 Other

The board revisited their 2023 meeting dates for possible changes. After discussion, the board agreed to the changes below:

- April 27 – meeting will begin at 3:00 p.m.
- August 17 – meeting will begin at 3:00 p.m. in the Tacoma vicinity
- October 27 – meeting will begin at 2:00 p.m. in the SeaTac vicinity

8. CONSENT AGENDA – CORRESPONDENCE

The following item(s) and any additional correspondence received or sent is for the board's information. If separate discussion is desired on an item, a single motion by a board member will place the specific item(s) on the regular business agenda. If there is no motion, there will be no discussion.

No items were added to the Consent Agenda at this time.

9. FUTURE AGENDA ITEMS AND PLANNING FOR FUTURE MEETINGS

- Budget report
- 2021 – 2023 Business Plan
- Licensing and disciplinary statistics
- Review of board policies
- Review of signature delegation forms
- Review/approval of denturist schools/programs
- Jurisdiction reviews
- Additional time to take written exam
- Language for prefabricated implant abutments

10. ADJOURNMENT

There being no further business before the board, the webinar meeting was adjourned at 1:01 p.m. on Friday, January 27, 2023. The next meeting is scheduled for Thursday, April 27, 2023 and will be held in person at the Skamania Lodge in Stevenson, Washington.

Respectfully Submitted By:

Approved By:

Vicki Brown, Program Manager

Josh Brooks, Chair
Board of Denturists

Bill	Title	Status	Date	Original Sponsor	Notes	Amended – Opp house
2SHB 1009	Military spouse employment	S Passed 3rd	03/21/2023	Leavitt	Needs Concurrence	X
HB 1287	Dental Hygienists	Governor's Desk	03/24/2023	Thai		
ESHB 1340	Health professions/conduct	S Passed 3rd	03/16/2023	Riccelli	Needs Concurrence	X
ESHB 1466	Dental auxiliaries	S Passed 3rd	03/24/2023	Riccelli	Needs Concurrence	X
ESHB 1503	Health care licenses/info.	S Passed 3rd	03/24/2023	Riccelli	Needs Concurrence	X
ESHB 1547	Out-of-state health prov.	S Rules 2	03/24/2023	Caldier	Did not make cut off	
ESHB 1576	Dentist compact	S Passed 3rd	03/24/2023	Caldier	Needs Concurrence	X
ESHB 1678	Dental therapists	S Passed 3rd	03/29/2023	Riccelli		
SB 5113	Dental school faculty	Governor's Desk	03/20/2023	Warnick		

Draft language as proposed by AAG on 01/27/2023:

A licensed denturist, prior to placing an abutment on an implant for the purpose of fabricating, repairing, relining, or rebasing a denture, must have documented proof that a licensed dentist has examined the patient clinically. The documented proof from the licensed dentist must include a report that the implant is sufficiently osseointegrated, the surrounding soft tissues are stable and healthy, and provide a documented diagnosis that the implant is ready to restore. The abutment seat shall be verified by radiographic assessment by a licensed dentist prior to delivery of the denture.

BOARD OF DENTURISTS

State/Jurisdiction Review

Jurisdiction under review: Arizona

Minimum Education Requirements:

Washington	Name of Other State / Jurisdiction <u>Arizona</u>
Documents successful completion of formal training with a major course of study in denturism of not less than two years in duration at an educational institution approved by the board.	Graduation from a recognized denturist school or a certificate of satisfactory completion of a course or curriculum in denture technology from a recognized denturist school.
Continuing education • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>15 hours every year</u>	Continuing education • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>36 hours every 3 years</u>

Requirements for Licensure:

Washington	Other State
<p>1. Initial Application:</p> <ul style="list-style-type: none"> 2 years formal denturist training at an educational institution approved by the Board of Denturists; Passes a written and clinical exam approved by the Board; AND Pass the jurisprudence examination. <p>2. Out of state – endorsement:</p> <p>Person currently licensed to practice denturism under statutory provisions of another state, territory of the United States, District of Columbia, or Puerto Rico, with substantially equivalent licensing standards shall be licensed without examination by providing:</p> <ul style="list-style-type: none"> Proof of successfully passing a written and clinical examination for denturism; AND Verification of licensure from the licensing agency of the other state, territory, District of Columbia, or Puerto Rico. 	<ul style="list-style-type: none"> Must be a US citizen or have compliant alien status. Be of good moral character. Hold a high school diploma or its equivalent. Satisfactory completion of a course or curriculum in denture technology from a Board recognized denturist school. Complete and pass the jurisprudence examination. Pass a Board approved examination.

Exam Requirements:

Practical Exam Required? Yes No

Written Examination Required? Yes No

If yes, complete content section below.

Administered by: _____

Content:

Washington The test shall include a written examination and a practical demonstration of skills.	Other State
<p>Written: The written examination shall cover the following subjects: (a) Oral pathology; (b) Head and oral anatomy and physiology; (c) Dental laboratory technology; Additionally, the examination must include four of the following test categories: (d) Partial denture construction and design; (e) Microbiology; (f) Clinical dental technology; (g) Clinical jurisprudence; (h) Asepsis; (i) Medical emergencies; (j) Cardiopulmonary resuscitation.</p> <p><i>Must successfully complete special training in oral pathology prescribed by the board, whether as part of an approved associate degree program or equivalent training, and pass an examination prescribed by the board.</i></p> <p>Practical examination: Applicants must have successfully complete a board approved clinical examination.</p>	<p>The Arizona Board of Dental Examiners do not administer their own written exam.</p> <p>The Arizona Board of Dental Examiners do not administer their own practical exam.</p>

Comments regarding out-of-state examination requirements: The Arizona State Dental Board is substantially the same as Washington States requirements to become a licensed Denturist . Arizona recognizes Washington State (endorsement /reciprocity) Denturist Licensure with a jurisprudence exam and passing of a background check . and a current BLDS/CPR certification.

Reviewed By: Szilard Zombor
Board Member _____

Title: Denturist / Washington State Denturist

Signature: Szilard Zombor

Date: 03/12

/2023

Recommendation: Approve: X Deny

Legal Review: Yes No

BOARD OF DENTURISTS

State/Jurisdiction Review

Jurisdiction under review: Idaho

Minimum Education Requirements:

Washington	Name of Other State / Jurisdiction <u>Idaho</u>
Documents successful completion of formal training with a major course of study in denturism of not less than two years in duration at an educational institution approved by the board.	To be eligible for examination, applicants must have completed formal training of not less than two years duration at an education institution accredited by a national or regional accrediting agency recognized by the Idaho State Board of Higher Education, the curriculum of which includes courses in oral pathology, physiology, head and oral anatomy, clinical microbiology, clinical jurisprudence, asepsis, and first aid for minor office emergencies. Applicants must also have completed at least two year internship under the supervision of a licensed dentist or have equivalent experience as established by board rule prior to filing an application.
Continuing education <ul style="list-style-type: none"> • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>15 hours every year</u> 	Continuing education <ul style="list-style-type: none"> • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>12 hours every year</u>

Requirements for Licensure:

Washington	Other State
<p>1. Initial Application:</p> <ul style="list-style-type: none"> • 2 years formal dentist training at an educational institution approved by the Board of Denturists; AND • Passes a written and clinical exam approved by the Board. <p>2. Out of state – endorsement: Person currently licensed to practice denturism under statutory provisions of another state, territory of the United States, District of Columbia, or Puerto Rico, with substantially equivalent licensing standards shall be licensed without examination by providing:</p> <ul style="list-style-type: none"> • Proof of successfully passing a written and clinical examination for denturism; AND 	<p>Applicants must satisfactorily complete the examinations established by the board and have completed formal training of not less than two years duration at an educational institution accredited by a national or regional accrediting agency recognized by the Idaho state board of higher education, the curriculum of which includes courses in oral pathology, physiology, head and oral anatomy, clinical microbiology, clinical jurisprudence, asepsis, and first aid for minor office emergencies; and have completed at least 2 years of internship under the supervision of a licensed dentist or have equivalent experience as established by board rule.</p> <p>Idaho board does not issue licenses by endorsement or reciprocity.</p>

<ul style="list-style-type: none"> • Verification of licensure from the licensing agency of the other state, territory, District of Columbia, or Puerto Rico. 	
--	--

Exam Requirements:

Practical Exam Required? Yes No

Written Examination Required? Yes No

If yes, complete content section below.

Administered by: _____

Content:

<p>Washington</p> <p>The test shall include a written examination and a practical demonstration of skills.</p>	<p>Other State</p> <p>Examinations shall be of such character as to determine the qualifications, fitness and ability of the applicant to practice dentistry, with the form of the test to be written, oral, or a practical demonstration of skills, or such combination of the 3 as the board may prescribe.</p> <p>Examinations shall include both a written theory examination and a practical demonstration of skills.</p>
<p>Written:</p> <p>The written examination shall cover the following subjects:</p> <ul style="list-style-type: none"> (a) Oral pathology; (b) Head and oral anatomy and physiology; (c) Dental laboratory technology; <p>Additionally, the examination must include four of the following test categories:</p> <ul style="list-style-type: none"> (d) Partial denture construction and design; (e) Microbiology; (f) Clinical dental technology; (g) Clinical jurisprudence; (h) Asepsis; (i) Medical emergencies; (j) Cardiopulmonary resuscitation. <p><i>Must successfully complete special training in oral pathology prescribed by the board, whether as part of an approved associate degree program or equivalent training, and pass an examination prescribed by the board.</i></p> <p>Practical examination:</p> <p>Applicants must have successfully completed a clinical examination.</p>	<p>The examination shall include coverage of the following subjects:</p> <ul style="list-style-type: none"> Part 1. Anatomy – 25 questions; Part 2. Physiology – 20 questions; Part 3. Pathology – 35 questions; Part 4. Asepsis, Office Emergencies, Dental Materials – 20 questions <ul style="list-style-type: none"> Pathology Terminology – 39 terms; Dental Materials – 10 questions; Jurisprudence Exam – 10 questions; Diagram questions – 21 questions. <p>TOTAL – 180 questions</p> <p>Applicants must successfully complete a clinical examination. The examination is five hours in length, is not a blind examination, and the examiners are grading the entire time. As the applicant finishes a step, the examiner comes over and grades the step the applicant just finished.</p>

	The Board will be going through their Executive Order called Zero Based Regulation where they will look at the entire rule chapter in fine detail this coming year and their exam will be something they look over through this process.

Comments regarding out-of-state examination requirements: The Idaho Board of Denturism is not substantially equivalent to Washington State

Reviewed By: Szilard Zombor Title: Denturist /Washington Stae Dentuist Board Member

Signature: Szilard Zombor Date: 03/12/2023

Recommendation: Approve: Deny X

Legal Review: Yes No

BOARD OF DENTURISTS

State/Jurisdiction Review

Jurisdiction under review: Maine

Minimum Education Requirements:

<p>Washington</p>	<p>Name of Other State / Jurisdiction</p> <p style="text-align: center;"><u> Maine </u></p>
<p>Documents successful completion of formal training with a major course of study in denturism of not less than two years in duration at an educational institution approved by the board.</p>	<p>Licensure by Original Application</p> <p>An applicant for licensure by original application (examination) must:</p> <ol style="list-style-type: none"> 1. Be a high school graduate or have obtained high school equivalency; 2. Have a diploma from a post-secondary educational institution which meets all of the following criteria: <ol style="list-style-type: none"> i. Meet or exceed the International Federation of Denturists baseline competencies; ii. Has been reviewed and recommended for approval by the dentist subcommittee; and iii. Has been approved by the Maine Board of Dental Examiners. 3. Take the dentist examinations that are available at least yearly by a reputable testing body approved and recommended by the dentist subcommittee. The Maine Board of Dental Examiners may change the examining body from time to time as necessary with the approval and recommendation of the dentist subcommittee. 4. Successfully complete with a passing grade of 90 percent, the jurisprudence examination given by the board. 5. Provide the Board or Subcommittee with documentary proof of current certification in CPR. 6. Any applicant that graduated from an approved post-secondary denturism educational institution more than one year prior to application for licensure, has to successfully complete a personal interview before the Subcommittee. <p>Licensure by Endorsement</p> <p>An applicant for license by endorsement must:</p> <ol style="list-style-type: none"> 1. Have a diploma from a post-secondary educational institution which meets all of the following criteria: <ol style="list-style-type: none"> i. Meet or exceed the International Federation of Denturists baseline competencies; ii. Has been reviewed and recommended for approval by the dentist subcommittee; and iii. Has been approved by the Maine Board of Dental Examiners. 2. Furnish proof that the applicant has successfully completed an examination that has been reviewed and approved by the dentist subcommittee and the Board. 3. Furnish proof, satisfactory to the Board, that the candidate has been duly licensed to practice denturism in

	<p>another US state or Canadian province after full compliance with the requirement of its laws.</p> <p>4. Has engaged in the active clinical practice of denturism in another U.S. state or Canadian province for a minimum of three years prior to application.</p> <p>5. Furnish the Board or Subcommittee, upon request, letters of reference about the denturist applicant.</p> <p>6. Provide the Board or Subcommittee with proof of current certification in CPR.</p> <p>7. Successfully completed with a passing score of 90 percent, the jurisprudence examination given by the Board.</p> <p>8. Successfully completed an interview with the Subcommittee on Denturists.</p>
<p>Continuing education</p> <ul style="list-style-type: none"> • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>15 hours every year</u> 	<p>Continuing education</p> <ul style="list-style-type: none"> • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>30 hours every 2 years</u>

Requirements for Licensure:

Washington	Other State
<p>1. First license:</p> <ul style="list-style-type: none"> • 2 years formal denturist training at an educational institution approved by the Board of Denturists; AND • Passes a written and clinical exam approved by the Board. <p>2. Out of state – endorsement:</p> <p>Person currently licensed to practice denturism under statutory provisions of another state, territory of the United States, District of Columbia, or Puerto Rico, with substantially equivalent licensing standards shall be licensed without examination by providing:</p> <ul style="list-style-type: none"> • Proof of successfully passing a written and clinical examination for denturism; AND • Verification of licensure from the licensing agency of the other state, territory, District of Columbia, or Puerto Rico. 	<ul style="list-style-type: none"> • All applicants for licensure to have a diploma and be graduates of a board-approved denturism postsecondary institution; and • Passes a written and clinical examination approved by the board. <p>To be eligible for licensure, applicants for license to practice denturism in this category shall meet the following requirements:</p> <ul style="list-style-type: none"> • Have a diploma from a post-secondary denturism Educational institution which meets all of the following criteria: <ul style="list-style-type: none"> (a) meet or exceed the International Federation of Denturists baseline competencies; (b) been reviewed and recommended for approval by the denturist subcommittee; and (c) been approved by the Maine Board of Dental Examiners; • Proof of successful completion of an examination that has been reviewed and approved by the denturist subcommittee and the Board; • Duly licensed to practice denturism in another U.S. state or Canadian province after full compliance with the requirements of its laws; • Have engaged in the active clinical practice of Denturism in another U.S. state or Canadian province for a minimum of three years prior to application;

	<ul style="list-style-type: none"> ● Furnish letters of reference about the dentist Applicant; ● Proof of current certification in CPR; ● Successfully completed with a passing grade of 90%, the jurisprudence examination; and ● Successfully completed an interview with the Subcommittee on Denturists.
--	---

Exam Requirements:

Practical Exam Required? Yes No

Written Examination Required? Yes No

If yes, complete content section below.

Administered by: _____

Content:

<p>Washington</p> <p>The test shall include a written examination and a practical demonstration of skills.</p>	<p>Other State</p> <p>Examinations must consist of a clinical examination and a written examination.</p>
<p>Written:</p> <p>The written examination shall cover the following subjects:</p> <ul style="list-style-type: none"> (a) Oral pathology; (b) Head and oral anatomy and physiology; (c) Dental laboratory technology; <p>Additionally, the examination must include four of the following test categories:</p> <ul style="list-style-type: none"> (d) Partial denture construction and design; (e) Microbiology; (f) Clinical dental technology; (g) Clinical jurisprudence; (h) Asepsis; (i) Medical emergencies; (j) Cardiopulmonary resuscitation. <p><i>Must successfully complete special training in oral pathology prescribed by the board, whether as part of an approved associate degree program or equivalent training, and pass an examination prescribed by the board.</i></p> <p>Practical examination:</p> <p>Applicants must have successfully completed a board approved clinical examination.</p>	<p>Written:</p> <p>The written examination concerning but not limited to, dental materials, denture technology, United States Department of Health and Human Services Centers for Disease Control guidelines, basic anatomy and basic pathology.</p> <p>Pass the Maine Denturist Qualifying Examinations as administered by the Denturist Examination Group (DEG) or from Universal Testing Services (UTS). This includes both a written and a clinical component.</p>

Comments regarding out-of-state examination requirements: Substantially similar to Washington State

Reviewed By: Szilard Zombor
Member

Title: Denturist , Washinton State Denturit Board

Signature: Szilard Zombor

Date: 03/12

/2023

Recommendation: Approve: X Deny

Legal Review: Yes No

BOARD OF DENTURISTS

State/Jurisdiction Review

Jurisdiction under review: Montana

Minimum Education Requirements:

Washington	Name of Other State / Jurisdiction <u>Montana</u>
Documents successful completion of formal training with a major course of study in denturism of not less than two years in duration at an educational institution approved by the board.	Documentation that the applicant has completed formal training of not less than 2 years at an educational institution accredited by a national or regional accrediting agency recognized by the Montana State Board of Regents, the curriculum of which includes courses in head and oral anatomy and physiology, oral pathology, microbiology, partial denture construction and design, clinical dental technology, radiology, dental laboratory technology, asepsis, clinical jurisprudence, and medical emergencies, including cardiopulmonary resuscitation.
Continuing education • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>15 hours every year</u>	Continuing education • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>36 hours every 3 years</u>

Requirements for Licensure:

Washington	Other State
1. Initial Application: <ul style="list-style-type: none"> 2 years formal denturist training at an educational institution approved by the Board of Denturists; AND Passes a written and clinical exam approved by the Board. 	License Requirements by Exam/Experience <ul style="list-style-type: none"> Formal training of not less than 2 years at an education institution accredited by a national or regional accrediting agency recognized by the Montana State Board of Regents. Passage of a Board approved written denturist exam. Passage of a Board approved clinical/practical denturist examination. Passage of a Montana Jurisprudence examination with a grade of at least 75 percent. Completion of a clinical internship of at least 1 year, but no more than 2 years, under the direct supervision of a licensed denturist or has 3 years of experience as a denturist under licensure in another state or Canada to be able to waive the internship. License verification(s) from all jurisdictions where the licensee has held or hold a license. Current CPR, ACLS, or PALS card. Self-query of the National Practitioner Data Bank. <p>Montana accepts the written and clinical examinations provided by the Denturist Examination Group (DEG) in Grimsby, Ontario, Canada and the written and clinical examinations provided by Universal Testing Services (UTS).</p>

2. Out of state – endorsement:

Person currently licensed to practice denturism under statutory provisions of another state, territory of the United States, District of Columbia, or Puerto Rico, with substantially equivalent licensing standards shall be licensed without examination by providing:

- Proof of successfully passing a written and clinical examination for denturism; AND
- Verification of licensure from the licensing agency of the other state, territory, District of Columbia, or Puerto Rico.

- Formal training of not less than 2 years at an education institution accredited by a national or regional accrediting agency recognized by the Montana State Board of Regents.
- Passage of a Montana Jurisprudence examination with a grade of at least 75 percent.
- Completion of a clinical internship of at least 1 year, but no more than 2 years, under the direct supervision of a licensed denturist or has 3 years of experience as a denturist under licensure in another state or Canada to be able to waive the internship.
- An applicant licensed to practice to another state for at least years and been in active practice can apply without proof of having passed a written and clinical examination.
- License verification(s) from all jurisdictions where the licensee has held or hold a license.
- Current CPR, ACLS, or PALS card.
- Self-query of the National Practitioner Data Bank.

Exam Requirements:

Practical Exam Required? Yes No

Written Examination Required? Yes No

If yes, complete content section below.

Administered by: Montana: Administered by the Denturist Examination Group of Canada or Universal Testing Services (UTS)

Content:

Washington	Other State
<p>The test shall include a written examination and a practical demonstration of skills.</p> <p>Written:</p> <p>The written examination shall cover the following subjects:</p> <ul style="list-style-type: none"> (a) Oral pathology; (b) Head and oral anatomy and physiology; (c) Dental laboratory technology; <p>Additionally, the examination must include four of the following test categories:</p> <ul style="list-style-type: none"> (d) Partial denture construction and design; (e) Microbiology; (f) Clinical dental technology; (g) Clinical jurisprudence; (h) Asepsis; (i) Medical emergencies; (j) Cardiopulmonary resuscitation. <p><i>Must successfully complete special training in oral pathology prescribed by the board, whether as part of an approved associate degree program or equivalent</i></p>	<p>A written and clinical examination is required.</p> <p>The written exam cannot be taken until the application and internship have been approved.</p> <p>The written examination is provided by the Denturist Examination Group as needed for the applicant or Universal Testing Services (UTS).</p>

training, and pass an examination prescribed by the board.

Practical examination:

Applicants must have successfully complete a clinical examination.

The clinical examination cannot be taken until the application and internship have been approved and the written examination has been passed.

The clinical examination is provided by the Denturist Examination Group in Grimsby, Ontario, Canada or Universal Testing Services (UTS). Approval must be received by the Board.

Comments regarding out-of-state examination requirements: Substantially the same as Washington State

Reviewed By: Szilard Zombor
Board Member _____

Title: Denturist , Washington State Denturist

Signature: Szilard Zombor

Date: 03/12/2023

Recommendation: Approve: X Deny

Legal Review: Yes No

BOARD OF DENTURISTS

State/Jurisdiction Review

Jurisdiction under review: Oregon

Minimum Education/Licensing Standards/Requirements:

Washington	Name of Other State / Jurisdiction <u>Oregon</u>
Documents successful completion of formal training with a major course of study in denturism of not less than two years in duration at an educational institution approved by the board.	Approved associate degree and associated clinical practice experience (1,000 hours) or Approved equivalent education showing completion of the Board's approved Denture Technology Curriculum Objectives and 103 specific credit hours and associated clinical practice experience (1,000 hours)
Continuing education • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>15 hours every year</u>	Continuing education • Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • If yes, number of hours <u>10 hours every year</u>

Requirements for Licensure:

Washington	Other State
1. Initial application: <ul style="list-style-type: none"> • 2 years formal denturist training at an educational institution approved by the Board of Denturists; AND • Passes a written and clinical exam approved by the Board. 	License Pathways: Pathway One: <ul style="list-style-type: none"> • Associate degree Program OR equivalent education showing completion of the Board's approved Denture Technology Curriculum Objectives and 103 specific credit hours; and • 1,000 hours supervised clinical practice; • Completed and passed a Board approved practical examination within two years before the date of application; and • Completed and passed a Board approved written examination within two years before the date of application. Pathway Two: <ul style="list-style-type: none"> • Associate Degree in Denture Technology OR Equivalent education showing completion of the Board's approved Denture Technology Curriculum Objectives and 103 specific credit hours; and • Documentation of 1,000 hours supervised clinical practice, 400 hours of which are direct patient care and construction of a minimum of 40 removable dentures, under an approved supervisor; • Proof of having completed and passed a Board approved practical examination within two years before the date of application; and • Proof of having completed and passed a Board approved written examination within two years before the date of application.

<p>2. Out of state – endorsement:</p> <p>Person currently licensed to practice denturism under statutory provisions of another state, territory of the United States, District of Columbia, or Puerto Rico, with substantially equivalent licensing standards shall be licensed without examination by providing:</p> <ul style="list-style-type: none"> • Proof of successfully passing a written and clinical examination for denturism; AND • Verification of licensure from the licensing agency of the other state, territory, District of Columbia, or Puerto Rico. 	<p>Pathway Three (licensed by reciprocity):</p> <ul style="list-style-type: none"> • See below. <p>Reciprocity:</p> <ul style="list-style-type: none"> • Submit an official transcript demonstrating attainment of qualifying Associates degree or equivalent education; • Submit an affidavit of licensure demonstrating proof of current licensure as a denturist, which is active with no current or pending disciplinary action. The license must have been issued by another state, the District of Columbia, a United States Territory, or Canada, and that jurisdiction’s denturist licensing standards must be substantially equivalent to those of Oregon, as determined by the Health Licensing Office (HLO); • Documentation of having successfully passed both written and practical denturist examinations which are substantially equivalent to those required for licensure in Oregon, as determined by the HLO; and • Documentation of having engaged in full-time denturist practice in the applicant’s reciprocal jurisdiction for at least two years immediately before the date of application for licensure in Oregon, on a form prescribed by the HLO.
--	--

Exam Requirements:

Practical Exam Required? Yes No

Written Examination Required? Yes No

If yes, complete content section below.

Administered by: Universal Testing Services

Content:

<p>Washington</p> <p>The test shall include a written examination and a practical demonstration of skills.</p>	<p>Other State</p> <p>The test shall include a written examination and a practical demonstration of skills.</p>
<p>Written:</p> <p>The written examination shall cover the following subjects:</p> <ul style="list-style-type: none"> (a) Head and oral anatomy and physiology; (b) Oral pathology; (c) Partial denture construction and design; (d) Microbiology; (e) Clinical dental technology; (f) Dental laboratory technology; (g) Clinical jurisprudence; (h) Asepsis; 	<p>Written:</p> <p>The Oregon Health Licensing Office no longer administers a state-prepared written examination. They accept the Universal Testing Services LLC’s (UTS) written and public licensing examination or the Washington State Board of Denturists written examination.</p>

<p>(i) Medical emergencies; and (j) Cardiopulmonary resuscitation.</p> <p><i>Must successfully complete special training in oral pathology prescribed by the board, whether as part of an approved associate degree program or equivalent training, and pass an examination prescribed by the board.</i></p> <p>Practical examination: Applicants must have successfully complete a clinical examination.</p>	<p>The Health Licensing Office no longer be administers a state-prepared practical examination. They require the UTS practical examination which is a total of 10 hours. Candidates must obtain authorization from the HLO to proceed with registration through the UTS to sit for the examination.</p> <p>They also accept the Washington State Board of Denturists clinical/practical examination.</p>
--	--

Comments regarding out-of-state examination requirements: Substantially the same as Washington State
with the exception that Oregon has three pathways to licensure. In two of the pathways, it requires applicants to obtain
training through an Associate degree program. The other pathway allows applicants to complete board approved
denture technology curriculum objectives of 103 specific credit hours and 1000 hours supervised clinical practice. This
pathway allows applicants to “piece meal” their education equivalent to an Associate degree.

The recommendation is for the board to approve the licensure pathway that requires an Associate degree and to not
approve the pathway to licensure that allows applicants to “piece meal” their education.

Reviewed By: Szilard Zombor
Board Member _____

Title: Denturist , Washington State Denturist

Signature: Szilard Zombor

Date: 03//12/23

Recommendation: Approve: Deny

Legal Review: Yes No



Washington State Department of

Health

Board of Denturists
PO Box 47867
Olympia, WA 98504-7867

American Denturist College

PROGRAM APPROVAL CHECKLIST

	YES	NO
Application complete:	<u>X</u>	_____
Program Information complete:	<u>X</u>	_____
Signed Attestation:	<u>X</u>	_____

Curriculum:	YES	# of Hrs
A. Table of Courses Offered:		
• Head and Oral Anatomy and Physiology	<u>✓</u>	
• Oral Pathology	<u>✓</u>	
• Partial Denture Construction and Design	<u>✓</u>	
• Microbiology	<u>✓</u>	
• Dental Laboratory Technology	<u>✓</u>	
• Clinical Jurisprudence	<u>✓</u>	
• Asepsis	<u>✓</u>	
• Medical Emergencies	<u>✓</u>	
• Cardiopulmonary Resuscitation	<u>✓</u>	
B. Syllabus for each course	<u>Yes</u>	_____
C. Examples of tests for:		
• Head and Oral Anatomy and Physiology	<u>✓</u>	
• Oral Pathology	<u>✓</u>	
• Partial Denture Construction and Design	<u>✓</u>	
• Microbiology	<u>✓</u>	
• Dental Laboratory Technology	<u>✓</u>	



- Clinical Jurisprudence
- Asepsis
- Medical Emergencies
- Cardiopulmonary Resuscitation

Comments: 13 CPR + Medical Emergencies taught by a faculty member or outside company

Academic Standards:

YES NO

- A. Statement or policy on minimum standards for measuring student progress
- B. Copies of policies and procedures on:
 - Admission
 - Progression
 - Graduation
 - Withdrawal
 - Dismissal
 - Transfer of credit in/out

Comments: Great work

Faculty:

YES NO

- A. Policy on minimum competency standards for instructors
- B. Statement or policy on faculty members participation in curriculum development and evaluation
- C. Professional résumés for each instructor or trainer



Comments:

Very informative & well put together staff & bios.

Clinical and Laboratory Instruction:

YES

NO

A. A copy of policies pertaining to clinical and laboratory instruction

• Supervision of students

• Treatment Decision making policy

B. Disclosure statement provided to clients

C. Copy of client intake and screening form

D. Copy of client feedback form

Comments:

Great pt forms!

Facilities:

YES

NO

A. Floor plan of the facility (classroom, clinic and laboratory)

B. Equipment in classroom

C. Equipment in clinic

D. Equipment in laboratory

E. Library list

Comments:

Records

YES

NO

A. Copy of sample transcript and completion certificate

B. Policy on release of student records



Comments: _____

Over-all comments on the entire application: Well put together and insightful
Exhibits covered everything in Application packet. Provided initially what we requested
on form. We may need to adjust our required documents for approval.

Conditional Approval is granted only if the following information is provided by: _____

Recommend Approval Recommend Denial

[Signature]
Signature of Reviewing Board Member

2/15/23
Date of Review

Application was first presented to the Board on _____

Final Decision was made on _____



Washington State Department of

Health

Board of Denturists
PO Box 47867
Olympia, WA 98504-7867

PROGRAM APPROVAL CHECKLIST

Application complete:	<u>YES</u>	<u>NO</u>
Program Information complete:	<u>YES</u>	_____
Signed Attestation:	<u>YES</u>	_____

Curriculum:

<u>YES</u>	# of Hrs
------------	----------

A. Table of Courses Offered:

- Head and Oral Anatomy and Physiology X 5
- Oral Pathology X 5
- Partial Denture Construction and Design X 20
- Microbiology X 3
- Dental Laboratory Technology X 5
- Clinical Jurisprudence X 1
- Asepsis X 2
- Medical Emergencies X 3
- Cardiopulmonary Resuscitation X 3

 X 20 credit Hrs

B. Syllabus for each course

C. Examples of tests for:

- Head and Oral Anatomy and Physiology X
- Oral Pathology X
- Partial Denture Construction and Design X
- Microbiology X
- Dental Laboratory Technology X



- Clinical Jurisprudence
- Asepsis
- Medical Emergencies
- Cardiopulmonary Resuscitation

Comments: _____

Academic Standards:

YES

NO

- A. Statement or policy on minimum standards for measuring student progress
- B. Copies of policies and procedures on:
- Admission
 - Progression
 - Graduation
 - Withdrawal
 - Dismissal
 - Transfer of credit in/out

Comments: Excellent Handbook

Faculty:

YES

NO

- A. Policy on minimum competency standards for instructors
- B. Statement or policy on faculty members participation in curriculum development and evaluation
- C. Professional résumés for each instructor or trainer



Comments:

Najer is only instructor... incredible

Clinical and Laboratory Instruction:

YES NO

A. A copy of policies pertaining to clinical and laboratory instruction

X

• Supervision of students

X

• Treatment Decision making policy

X

B. Disclosure statement provided to clients

X

C. Copy of client intake and screening form

X

D. Copy of client feedback form

X

Comments:

Najer & James Anderson do lab training

Facilities:

YES NO

A. Floor plan of the facility (classroom, clinic and laboratory)

X

B. Equipment in classroom

X

C. Equipment in clinic

X

D. Equipment in laboratory

X

E. Library list

X

Comments:

Records

YES NO

A. Copy of sample transcript and completion certificate

X

B. Policy on release of student records

X



Comments: _____

Over-all comments on the entire application: _____

Conditional Approval is granted only if the following information is provided by: _____

Recommend Approval Recommend Denial


Signature of Reviewing Board Member

4/12/23
Date of Review

Application was first presented to the Board on _____

Final Decision was made on _____

**Form 1-1-19E: Delegation of Signature Authority: Determination of Maximum Daily Monetary
Fine for Failing to Produce Documents under RCW 18.130.230**

On _____, the _____ voted to impose a
fine in the amount of _____ per day for failure by a licensee to produce documents,
records, or other items when requested as stated in RCW 18.130.230.

Signature of Chairperson

**Form 1-1-19A: Delegation of Signature Authority
(Credentialing, Disciplinary Functions, and Rules)
(For Board/Commission Authority Professions)**

On _____, delegated signature authority for each of the documents indicated as follows:

Credentialing

	Document	DOH Staff Title(s)
<input type="checkbox"/>	Approval of Routine Credentialing Applications	
<input type="checkbox"/>	Notice of Decision – Denial of Credential	
<input type="checkbox"/>	Notice of Determination	
<input type="checkbox"/>	Notice of Required Mental, Physical, or Psychological Evaluation	

Disciplinary

	Document	DOH Staff Title(s)
<input type="checkbox"/>	Citation and Notice (for failure to produce records, documents or other items)	
<input type="checkbox"/>	Declaration for Failure to Answer or Appear	
<input type="checkbox"/>	Notice of Correction	
<input type="checkbox"/>	Notice of Intent	
<input type="checkbox"/>	Notice of Decision	
<input type="checkbox"/>	Notice of Determination	

<input type="checkbox"/>	Notice of Opportunity for Prompt Hearing, Regularly Scheduled Hearing or Settlement	
<input type="checkbox"/>	Notice of Opportunity for Settlement and Hearing	
<input type="checkbox"/>	Withdrawal of: Statement of Charges, Statement of Allegations or Notice of Correction	
<input type="checkbox"/>	Notice of Required Mental, Physical, or Psychological Evaluation	
<input type="checkbox"/>	Statement of Allegations	
<input type="checkbox"/>	Statement of Charges	
<input type="checkbox"/>	Subpoenas	

Rules

	Document	DOH Staff Title(s)
<input type="checkbox"/>	CR-101	
<input type="checkbox"/>	CR-102	

Compliance

	Document	DOH Staff Title(s)
<input type="checkbox"/>	Release from Stipulation to Informal Disposition (STID)	

This delegation shall remain in effect until revoked, terminated, or modified during the effective period. This delegation shall be reviewed and updated biennially.

Dated this day, April 27, 2023

Chairperson

(Signature of the Chair)

Executive Director

(Executive Director's Signature)

- For the purposes of this document, signature authority means authorization to sign associated documents after the Board / Commission makes a decision.



Form 1-1-19C: Delegation of Decision- Making

I, _____, Chair of the Washington State

_____ (the board or commission), acting upon authorization of the board or commission and under the authority of RCW 18.130.050(10), delegates each of the functions indicated below:

- Legal Services: (Boards and Commission only)**
Brief Adjudicative Proceedings (Initial Orders) – Office of Investigative and Legal Services
Office Director and Supervising Staff Attorney
- Legal Services: (Secretary Professions)**
Brief Adjudicative Proceedings (Initial Orders) – Office of Investigative and Legal Services
Office Director and Deputy Director
- Review Officer:**
Brief Adjudicative Proceedings (review of initial orders) – Review Officer in the Office of the Secretary

Adjudicative Services (Delegated to presiding officer serving in the Adjudicative Service Unit)
– RCW 18.130.050(10)

- To serve as the final decision-maker in response to an ex parte motion for summary suspension of a license in which the respondent is alleged to have violated RCW 18.130.400.
- To serve as the final decision-maker in response to an ex parte motion for summary suspension of a license in which the respondent is alleged to have violated RCW 18.130.370.
- To serve as the final decision-maker in response to a motion for an investigative mental health or physical health examination under RCW 18.130.170(2)(b).
- To serve as the final decision-maker in adjudicative proceedings in which a respondent is in default for failure to submit a request for adjudicative proceeding. This delegation does not include cases pertaining to standards of practice or where clinical expertise is necessary.
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(5).
- To serve as the final decision-maker in adjudicative proceedings where the board or commission has brought a motion for noncompliance.

- To serve as the final decision-maker in adjudicative proceedings in which the respondent is charged with violation of RCW 18.130.180(9).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(17).
- Notwithstanding RCW 18.130.062 to serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(24).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(23).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(6).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.170.
- To approve or deny proposed settlements in all cases other than those that pertain to standards of practice or where clinical expertise is necessary, that are filed nine (9) calendar days before the scheduled hearing.
- To serve as the final decision-maker in proceedings related to reinstatement of a license previously suspended, revoked, or restricted by the board or commission.

This delegation remains in effect until revoked, terminated or modified. To the extent that this delegation conflicts with prior delegations to presiding officers at the Adjudicative Service Unit, this delegation prevails.

DATE: April 27, 2023

(Signature) _____

(Name) Joshua Brooks
Chairperson

(Board/Commission) Board of Denturists



Board of Denturists Bylaws

Adopted/Revised Effective Date: June 13, 2019/April 27, 2023

Article I.	<u>Name and Statutory Authority</u>
Article II.	<u>Mission and Purpose</u>
Article III.	<u>Membership</u>
Article IV.	<u>Officers</u>
Article V.	<u>Meetings</u>
Article VI.	<u>Meeting Procedures</u>
Article VII.	<u>Committees</u>
Article VIII.	<u>Administrative Responsibilities of Members</u>
Article IX.	<u>Adoption and Amendment of Bylaws</u>

Article I – Name and Statutory Authority

1. The full name of the board is Board of Denturists. For brevity, these bylaws will refer to it as “Board.”
2. The board derives its authority from the Washington State Legislature, which is codified in Chapter 18.30 RCW.

Return to Top

Article II – Mission and Purpose

The mission and purpose of the board is to help protect the public’s health by assuring the competency and quality of professional health care providers under its jurisdiction, by establishing and enforcing qualifications for licensure and standards of practice, and, where appropriate, by disciplining and monitoring practitioners. Only individuals who meet and maintain prescribed standards of competence and conduct shall be allowed to engage in the practice of denturism as defined and authorized by Chapter 18.30 RCW.

Return to Top

Article III - Membership

1. Board membership composition. The Board shall consist of seven members who shall be appointed by the Secretary. Four (4) members shall be licensed denturists; two (2) public members who are not affiliated with any health care professional or facility, at least one of whom must be over sixty-five (65) years of age representing the elderly; and one (1) member shall be a licensed dentist in the state of Washington. Professional members shall be licensed under Chapter 18.30 RCW, reside in Washington state and in active practice.
2. Duration of Terms. All appointments shall be for terms of three years. Initial members shall be staggered as provided by Chapter 18.30 RCW. No appointee may serve more than two consecutive terms.
3. Resignation. Any board member may resign at any time by providing written notice to the Secretary's Office, with a copy to the board chairperson and the Executive Director.
4. Vacancies. As vacancies occur on the board by resignation, death, incapacity, etc., the vacancy shall be filled by appointment by the Secretary for the remainder of the term.

Return to Top

Article IV - Officers

1. Officer Positions. The board designates the officer positions of Chairperson and Vice-Chairperson to provide leadership to the board. The duties of each officer are as follows:
 - A. Chairperson. The Chairperson of the board provides overall leadership to the work of the board. This may include, but is not limited to:
 - i. Presiding over business meetings.
 - ii. Regulating comments by members of the public at meetings.
 - iii. Representing the board, at public events, with the media as needed, etc.
 - iv. Assigning tasks to other members of the board.
 - v. Counseling other members on proper attendance and participation in board work.
 - B. Vice-Chairperson. In the absence of the board Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson may be delegated duties, on a standing basis, by the Chairperson.
2. Terms of office. The terms of office for all officer positions for the board shall be one year in length. Allowances in the terms of office will be made to accommodate the differences in

calendarizing board meetings from year to year. The same person may not hold the office of Chairperson for more than three years in succession.

3. Elections.

- A. Date(s) for Election. The Board will elect a Chairperson and Vice-Chairperson the last business meeting of each calendar year.
- B. Procedure. As with other forms of action taken by the board (See Article VI, Section 4), elections of officers shall be public. Secret ballots are not allowed.

4. Vacancies in Officer Positions.

- A. In the event that the office of Chairperson becomes vacant, the Vice-Chairperson shall assume the office of Chairperson in the interim until an election can be scheduled to permanently fill the position for the unexpired portion of the term.
- B. In the event that any other officer position becomes vacant, the Chairperson shall appoint an interim officer(s) to fill the vacant office until an election can be scheduled to permanently fill the position for the unexpired portion of the term.

5. Removal/replacement of Officer Positions.:

- A. Any officer may be removed from an officer position by the board members whenever, in its judgment, the best interests of the board will be served thereby.
- B. An officer of the board may be removed by a two-thirds majority vote of the Board of Denturists at any regular or special meeting of the board at which a quorum is present, and under rules or procedures approved by the board.

Return to Top

Article V - Meetings

1. Type and frequency of meetings. The board shall, at the end of each calendar year, set a schedule of regular meetings¹ for the upcoming year. This schedule shall be filed in accordance with the Open Public Meeting Act (OPMA), RCW 42.30.075. Cancellation of any regular meetings must also be done in accordance with the OPMA.

¹ According to RCW 42.30.075, "state agencies which hold regular meetings shall file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date. For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule."

2. Should the board wish to change or add to its meeting schedule for the year, it may schedule special meetings². At a special meeting, final disposition by the board is limited to the matters identified as the business to be conducted in the notice. The publication of the meeting includes the agenda, and the board must stick to that agenda.
3. In addition, the board will hold closed session meetings for discussion of and deliberation on disciplinary matters. This may include initial case authorizations and case review panel meetings.
4. Use of conference calls, videoconferencing, and other media. The board may make use of electronic media, such as conference calls, videoconferences, and webinars to conduct regular meetings, special meetings, and case authorizations/deliberations. Such meetings will provide public access in at least one location as is required by subsection 5A below.
5. Adherence to the Open Public Meetings Act.
 - A. The board will provide public notice and conduct its meetings in adherence with the OPMA. The board will limit its use of executive session to the circumstances outlined in RCW 42.30.110.
 - B. The board will afford members of the public **with disabilities** an equal opportunity to participate in a meeting by holding meetings in facilities which are accessible to persons with disabilities.
6. Quorum:
 - A. A quorum is the number of members who must be present to conduct official business. A majority of the board members appointed and serving constitutes a quorum for board meetings, and a majority vote of those present decides any issue.
 - B. At meetings where a quorum is not present, the only actions that may be legally taken by the board members present are to fix a time for adjournment, adjourn, recess, or take measures to obtain a quorum (such as contacting absent members). If a quorum is not present, any official business conducted is null and void.
 - C. Per the Uniform Disciplinary Act, disciplinary and hearing panels may be conducted without a quorum of board members. A minimum of three (3) members is needed for such panels.

Return to Top

² According to RCW 42.30.080, "a special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body; and to each local newspaper of general circulation and to each local radio or television station which has on file with the governing body a written request to be notified of such special meeting or of all special meetings...such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice."

Article VI - Meeting Procedures

1. Leadership.
 - A. Meetings shall typically be led by the board Chairperson. At any point during the meeting, the Chairperson may designate the Vice-Chairperson or another board member to lead the meeting on a pro-tem basis.
 - B. In the event that the Chairperson will not be present at a meeting, the Vice-Chairperson shall lead the meeting in the Chairperson's absence.
 - C. If neither the Chairperson nor the Vice-Chairperson are expected to be present at a meeting, the Chairperson may designate another board member to lead the meeting on a pro-tem basis. If, due to unforeseen circumstances, neither the Chairperson nor the Vice-Chairperson are present at the meeting, the remaining board members shall elect a pro-tem leader for the meeting until either the Chairperson or Vice-Chairperson is available.
2. Agenda/Order of Business. The first task of the board at each meeting will be to approve an agenda or order of business. For regular meetings, the board may amend or change the order of the agenda. For special meetings, the board must adhere to the agenda as publicly posted.
3. Decisions by Consensus. Minor administrative or procedural decisions may be made by a consensus of the board. One example of consensus decisions could be when the board chooses to take breaks or lunch periods.
4. Actions Requiring Motion and Vote. Any board transaction of official business is defined as an action and requires a motion and vote. This includes taking action of any ordinance, resolution, rule, regulation, order, or directive.
5. Voting.
 - A. The board Chairperson may vote on any action as would any other member. The Chairperson has only one vote and may not vote both as a member and as a presiding officer (that is, for example, to break a tie or to attain a two-thirds majority).
 - B. Voting by secret ballot is prohibited by the OPMA.
6. Public Participation. The Chairperson will recognize members of the audience as appropriate. The board may set policies on designated times in the meeting (such as by agenda item or through a public comment period) for the public to bring matters before the board.

7. Disruptions. In the event that a board meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the Chairperson, Vice-Chairperson, or other pro-tem presiding member may:
 - A. Order the meeting room cleared and continue in session or
 - B. May adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda.
 - C. The board shall allow individuals not responsible for disturbing the orderly conduct of the meeting to be readmitted to the reconvened meeting.
 - D. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to continue to attend the meeting.
8. Rules of Procedure. The rules of procedure at meeting of the board shall be the rules contained in Robert's Rules of Order on Parliamentary Procedure, newly revised, so far as applicable, and not inconsistent with these Bylaws, statutory requirements, or with any other resolution governing board meetings and protocols.

Return to Top

Article VII - Committees

1. Executive Committee. The executive committee consists of the elected officers, immediate past Chairperson, member(s)-at-large designated by the Chairperson and the Chairpersons of the active standing committees. The executive committee, at the board's discretion, may include Department of Health staff (such as the Executive Director) and/or advising Assistant Attorneys General. The executive committee is not defined to include members of the general public.
2. Standing Committees.
 - A. The board may establish Standing Committees to help execute its mission.
 - B. Standing Committees will be comprised of board members and may include others designated by the Chairperson.
 - C. The board Chairperson will designate a board member to serve as the Standing Committee Chairperson.
3. Ad Hoc Committees

4. Committee meetings must conform to the requirements of the OPMA.

Return to Top

Article VIII – Administrative Responsibilities for Board Members

1. Attendance. All board members shall attend and participate in meetings and other official business events of the board. If any member fails to attend two or more consecutive meetings without a good and valid cause may be subject to counseling by the board Chairperson and/or Executive Director. Additional attendance problems may be cause for the board to notify the Secretary's Office in writing about concerns of malfeasance and request that appropriate action(s) be taken.
2. Commitment to Participation in the Full Range of Board Activities. All board members, in volunteering to serve, must commit to actively participating in the full range of board activities, including business meetings, case deliberations in closed session, conference calls, and administrative hearings. This may also include attending professional organization meetings, interacting with schools, and training programs, and other forms of outreach.
3. Conflict of Interest and Ethics.
 - A. All board members are responsible to uphold a high ethical standard and to avoid conflicts of interest or even the appearance of conflicts of interest. Using a public position for private gain is improper and illegal, as is taking or facilitating actions that benefit friends or close relatives.
 - B. Examples of conflicts of interest include:
 - vi. Directing state contracts to a business in which a member has a financial interest.
 - vii. Using confidential information for private investments.
 - viii. Accepting gifts or favors in exchange for certain regulatory rulings.
 - ix. Accepting gifts or favors in exchange for making certain purchases.
 - x. Obtaining personal favors from employees.
 - xi. Accepting favors for disclosure of confidential information.
 - xii. Engaging in outside employment which assists non-governmental entities in their quests for state business.

- C. All board members are responsible for knowing and must adhere to the Ethics in Public Service Act, Chapter 42.52 RCW while serving on the board. Board members may incur penalties for violations of state ethics statutes.
4. Lobbying and Political Activity.
 - A. Board members are in a unique position that allows them to provide information and recommendations on issues. However, a board member becomes a lobbyist when he or she attempts to influence the passage or defeat of any legislation by the Legislature³, or the adoption or rejection of any rule, standard, rate or other legislative enactment or any state agency action under the Administrative Procedure Act, Chapter 34.05 RCW.
 - B. Any board member that undertakes lobbying must submit quarterly reports through their executive director that detail all lobbying expenditures, regardless of source, made or incurred by the board member during the calendar quarter. Lobbying that must be reported includes in-person contacts with legislators or staff to influence action or inaction on legislation.
 - C. Providing legislative testimony is not a form of lobbying if it is done on behalf of the board and at the request of the committee. However, testimony provided by individuals outside of their official board activities and for personal interest may be considered lobbying.
 - D. As board members, it is inappropriate to assist in a campaign or election of any person to any office or the promotion or opposition to any ballot proposition, per Chapter 42.17A.555 RCW.
 5. Preserving Confidentiality. All board members are required to safeguard information provided to them in their roles on the board. Especially important is that they preserve the confidentiality of protected information, such as patient records, obtained as part of the disciplinary process or privileged communications, such as attorney-client opinions from the board's advising assistant attorney general.
 6. Proper Communication and Ex-parte Contact. As representatives of the board and, by extension, the Department of Health, all members should refrain from inappropriate communications, including e-mail communications, including those that may represent ex-parte contact. This may include, but is not limited to, communication with respondents during the disciplinary process, particularly in administrative hearings, or unauthorized communication with the media on behalf of the board.
 7. Public Disclosure. All board members are responsible for knowing and must adhere to state requirements for public disclosure of documents. These requirements are set forth in Chapter 42.56 RCW. Records relating to the conduct of official business of the board,

³ Lobbying also includes trying to influence the Governor's actions on legislation that has passed both houses.

including e-mail, are subject to disclosure, even if they are the personal computer of the board member.

Return to Top

Article IX - Adoption and Amendment of Bylaws

1. These bylaws will be initially adopted by the board by a two-thirds majority vote of the entire board. The bylaws will take effect immediately upon adoption.
 - A. These bylaws may be altered, amended, or repealed by a majority of the board members at any board meeting. A two-thirds majority vote of the entire board is required for approval.
 - B. Amendments to these bylaws may be proposed from any board member at a board meeting or by the executive committee of the board itself.
 - C. Proposed amendments to these bylaws will be circulated to the entire board between meetings and voted upon at a future board meeting (as agreed to by the membership) as stipulated in ***Article VI - Meeting Procedures***.

Return to Top

These bylaws, adopted on the above date and signed/attested to below, hereby nullify and replace any prior Board of Denturists bylaws.

APPROVED:
Board of Denturists

By: _____
Chairperson

Attest: _____
Executive Director or Program Manager

COLLEGE OF DENTURISTS OF ONTARIO

Qualifying Examination Structure

The Qualifying Examination (QE) is based upon internationally recognized testing standards and procedures. The examination is designed to ensure that each candidate is afforded an optimal, standardized assessment and that the examination is valid, objective and defensible.

All eligible candidates must successfully complete both parts of the Qualifying Examination before they can become a registered Denturist in Ontario.

The QE consists of two components:

- **Part I:** a written exam consisting of Multiple Choice Questions (MCQ)
- **Part II:** an Objective Structured Clinical Examination (OSCE)

Part I: MCQ - Written Examination

The MCQ examination is administered in two, 3 hour sessions. This is a closed book, online remote proctored examination, and consists of 240 independent multiple choice questions. The MCQ portion of the Qualifying Examination is multi-jurisdictional - candidates will be attempting the examination simultaneously along with candidates from British Columbia and Alberta.

The number of questions in each competency area follows the blueprint below:

Competency Area - 240 Questions Total	% of Questions
1. Clinical Practice	35%
2. Laboratory	26%
3. Professional Collaboration	13%
4. Practice Management	16%
5. Jurisprudence, Ethics and Professional Responsibilities	10%
TOTALS	100%

Part II: OSCE - Clinical Examination

The OSCE is designed to assess a candidate's application of clinical knowledge, communication and problem solving skills. This examination consists of a series of stations through which all QE candidates rotate. At each station, the candidate is faced with a simulated task or clinical problem and is required to perform specific functions to complete the task or address the problem. The OSCE stations can be interactive with live, standardized patients or non-interactive.

The number of stations addressing a particular competency area follows the blueprint below:

Competency Area	Competency Weighting	# of Stations
1. Clinical Practice	31.25%	5
2. Laboratory	25%	4
3. Professional Collaboration	12.5%	2
4. Practice Management	6.25%	1
5. Jurisprudence, Ethics and Professional Responsibilities	12.5%	2
6. Communication	12.5%	2
TOTALS	100%	16

Familiarize Yourself with the OSCE:

Part II-OSCE: Qualifying Examination Orientation ([Video Link](#))

For individuals who are unfamiliar with the OSCE examination, this video clip provides a detailed overview of the process from beginning to end.

OSCE: Sample Interactive Station ([Video Link](#))

This video clip presents an example of a sample station that a candidate may encounter during the OSCE. It demonstrates what is expected of a candidate inside an interactive station.

The Qualifying Examinations for the Denturist Examination Group, IDEC and the College of Denturists of Ontario were at one time exactly the same. There are 2 parts to these examinations. Part "A" the written examination and Part "B" the practical examination. Part "A" the written examination is still similar for all groups.

A few years ago, due to several successful challenges by failed candidates of Part "B" the practical examination of the College of Denturists of Ontario examination protocol, the College of Denturists of Ontario changed the Part "B" practical examination to an Oski based format. Their downfall with their examination was that their examiners were never calibrated to ensure that all examiners would be grading the same on any given project. An issue that we at the Denturist Examination Group solved many years ago. The majority of all Allied Health Professions now use the Oski format in Ontario.

The Oski examination is conducted in a hospital setting. We rent an entire wing as the room set ups are very conducive to an Oski exam. Other Ontario Health professions do this as well.

The College of Denturists of Ontario now has, in my opinion, the most difficult Denturist licensing examination in North America. I was and still am an examiner for the College of Denturists of Ontario. Part "B" of their Oski examination is conducted over a 2-day period in which the majority of stations involve real life scenarios with real actors to play the part of patients.

We, the examiners grade the candidates as per how successful they deduce the problem and how they deal with it. They have 3 minutes outside the room to read the case scenario and formulate a plan. When the candidate enters the room they have 8 minutes in total to ask questions of the "patient(s)", use the props provided and convince the examiner that they have completed the case scenario successfully.

We as examiners have a score sheet used to ensure that the candidate hits certain targets of our sheet, and we grade accordingly. Once the eight minutes are up, the bell sounds, and they move to the next room. No breaks in-between. Sounds simple but very stressful on the candidates and is done over 2 days, 9-5pm with a lunch break from 12-1 pm. If [REDACTED] passed this examination [REDACTED] will be licensed in Ontario Canada and will be more the qualified to practice as a Denturist anywhere in my opinion. If you wish, call my cell [REDACTED] and I will explain the examination process in more detail, and you can make your decision accordingly.

Is the IDEC still being given? I was under the impression that it ended in 2018.

You are correct. The International Denturist Education Center - IDEC- is no longer active as it was no longer being supported by its creator George Brown College. Over time GBC found that there less and less of a market for it. Many exams are still based on it protocols. At present we use the Canadian Baseline Standards developed with the Canadian Denturist Assoc. It is identical to the former IDEC criteria.

Over the years I have noticed a "softening" of the examination standards provincially as most provinces pick and choose from the Canadian Baseline Standards what they want to use in their licensing examinations. Each Canadian province has its own licensing examination protocol. All different, yet once you are licensed you can practice anywhere in Canada. Ontario has the most challenging examination.

When did the College of Denturists of Ontario start administering an exam and was it is lieu of the IDEC?

IDEC has never administered licensing examinations for Canadian Denturist Students. IDEC was formally set up to provide education and administer Licensing examinations to Denturist and Denturist Students from other Countries.

The College of Denturists of Ontario has always had its own licensing examination for qualified candidates looking to practice in Ontario.

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
POLICY/PROCEDURE**

Title: Disability Accommodations for Examination **Number:** DN 01

Reference: American with Disabilities Act (ADA)

Contact: Trina Crawford, Executive Director

Effective Date: April 27, 2023

Supersedes: April 2011 and April 26, 2018

Approved: Signature on file

Joshua Brooks, Chair, Board of Denturists

PURPOSE STATEMENT:

The purpose of this policy is to provide guidelines for the evaluation and granting of requests for reasonable accommodations in the administration of the Washington State Denturist written and/or clinical examinations to qualified applicants.

POLICY STATEMENT:

The Washington State Board of Denturists (board) will grant reasonable and appropriate testing accommodations to individuals with qualifying disabilities that register for the Denturist written and/or clinical examinations. All requests for accommodations will be considered on a case-by-case basis.

APPLICANT'S RESPONSIBILITIES:

The applicant has the responsibility of submitting current information in a timely manner before the scheduled examination date. The required documentation shall include a diagnosis of the specific disability by a professional qualified to assess and diagnose the asserted disability. The documentation must include:

- A current, valid, professionally recognized diagnosis of the candidate's disability (e.g. pursuant to the International Statistical Classification of Diseases and Related Health Problems (ICD) or the Diagnostic and Statistical Manual of Mental Disorders (DSM ~~IV~~: ~~revised-5-TR~~)) by an appropriately qualified expert with copies of and reported scores from professionally recognized diagnostic tests, where applicable.
- Documentation that clearly identifies the nature and extent of the functional limitations that exist as a result of the diagnosed disability.
- Specific information about the significance of the impact the disability has on the candidate in the testing environment.
- A history of any accommodations previously granted in any educational program or examination.
- Specific recommendations for accommodations.
- An explanation of why each accommodation is recommended and why it is necessary to alleviate the impact of the disability in taking the written and/or clinical examination.

The Board reserves the right to request additional information at any time from the candidate requesting accommodations on its examinations.

PROCEDURE TO REQUEST AN ACCOMMODATION:

1. The applicant must submit the required documentation with the licensure application prior to the approval of the applicant to sit for the denturist written and/or clinical examination. The required documentation includes a completed Applicant Special Accommodations Request Form, Professional Documentation of Disability Form, Professional Documentation of Disability Form and School ADA Accommodation History Form. These forms will be provided by the Board to an applicant upon request. The applicant is not precluded from providing any additional documentation. The cost of providing the required documentation is the applicant's responsibility.
2. Receipt of the licensure application and required documentation will be acknowledged by the Board. If the applicant's documentation is incomplete or insufficient, notice will be given to the applicant by the Board.

The Board will review the request only after receiving all of the required documentation. Processing and decision-making on a completed application is expected to take three (3) weeks. Each request will be considered on its own merit relative to the documentation received regarding the disability.

If the applicant has more than one disability for which he/she is seeking accommodation, separate documentation is required for each disability.

QUALIFIED APPLICANTS:

The ADA defines an individual with a disability as a person who has a physical or mental impairment that substantially limits that person in one or more major life activities, has a record of such impairment, or is regarded as having such impairment. “Major life activities” include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Disability under the Washington Law Against Discrimination (WLAD) means the presence of a sensory, mental, or physical impairment that is medically cognizable or diagnosable; exists as a record or history; or is perceived to exist. A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or whether or not it limits the ability to work generally or work at a particular job or whether or not it limits any other activity within the scope of WLAD.

A “qualified” individual with a disability is one who meets the statutory and regulatory requirements to sit for the examination and with or without reasonable accommodation, can perform the essential functions of a dentist.

Reasonable Accommodation means a modification in the examination administration that does not fundamentally alter the requirements for licensure or the measurement of the knowledge, skills and abilities, the examination is designed to test or that does not impose an undue hardship.

Confidentiality of Required Documentation

The Board shall maintain confidentiality of health care information obtained through the accommodation process to the extent the law allows and conditioned upon the Public Records Act, RCW 42.56. Further dissemination may be made to Board staff or an independent expert hired by the Board to assist in evaluating the application as needed to ensure effective management of the reasonable accommodation process. Retention and destruction of the documents will be made pursuant to the Department of Health’s Record Retention Policy.

BOARD DECISION MAKING PROCESS:

Applications will be reviewed to determine whether the applicant is a Qualified Applicant and, if so, whether the modification is a Reasonable Accommodation. The Board recognizes that it must provide thorough yet expeditious review and decisions upon receipt of completed requests for examination accommodations. For purposes of such reviews, one Board member will coordinate with the program manager to ensure that any request or appeal is complete and to communicate with the applicant in a timely manner regarding any incomplete request or appeal and what the applicant must do to complete the request or appeal.

Completed requests, will be presented to a Board panel for consideration.

Once the applicant is determined to meet the definition of a Qualified Applicant, then the requested accommodation will be considered in terms of whether the accommodation:

- Will fundamentally alter the knowledge, skills and abilities the examination is designed to measure,
- Is appropriate to the identified need, and
- Is within the parameters of the both the ADA and WLAD's requirements

In addition, *an accommodation may not be reasonable if it causes the Board undue hardship. Undue hardship means an action requiring significant difficulty or expense. When determining reasonableness, the Board will consider the following:

- The nature and cost of the accommodation,
- The impact of the accommodation on operations of the testing center,
- The overall financial resources of the Board, and
- The availability of alternative accommodations that would not impose such hardship.

Examples of accommodations that could be provided include:

- One and half times the standard time given
- Double the standard time given
- Zoom Text (software that enlarges print on the computer screen)
- Screen magnifier
- Separate room
- Reader
- Scribe

If a candidate requests a reasonable accommodation that is not included in the standard list, the Board may work with the Department of Health to accommodate the individual. Some examples of other accommodations that may be provided are: Colored overlays, magnifiers for paper exams, and ear plugs.

The Board's decision on a request or an appeal will be communicated in writing to the applicant at the address used by the applicant on the applicable form or document. The Board's written decision will identify any relevant facts, its conclusions, and its decision. If independent expert opinion is used, the decision will reflect the source of such independent expert opinion. Any decision on a request that does not grant a specific accommodation as requested by the applicant will identify for the applicant his or her rights to appeal and the appeal process as described herein. If the modification granted is not listed among those provided on the Applicant Special Accommodations Request Form, the decision to grant the accommodations will be subject to final approval by the board. The applicant will be informed of this final condition.

APPEAL PROCESS

An applicant whose request for accommodation is denied in whole or in part may request an adjudicative proceeding consistent with WAC 246-11. The request must include:

- (a) Applicant's name and address;
- (b) Date of request;

- (c) The response to the denial;
- (d) The grounds for the appeal and,
- (e) The applicant's signature.

The request may be accompanied by any further documentation and/or explanation not previously provided which the applicant wishes the board to consider in making a decision on the applicant's appeal. The appeal must be postmarked no later than twenty (20) days after the applicant is served with the denial. The written decision of denial will describe how an appeal may be requested and will be accompanied by a request form. The Board will issue a written decision on any timely appeal within thirty (30) days of receipt. The Board's decision will be mailed to the applicant to the address listed in the appeal.

Applicant Special Accommodations Request Form

Name: _____
Last First Middle

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Date of Birth: ____/____/____ Gender (circle one): Male Female

Information About Your Disability and Requested Accommodations

Describe the nature of your disability? *Please indicate the specific diagnosis.*

How does your disability affect your daily life?

How does your disability affect your ability to take the examination?

What accommodation are you requesting during the examination?

- | | |
|---|----------------------------|
| _____ Additional Time - Time and a half | _____ Reader |
| _____ Additional Time - Double Time | _____ Scribe |
| _____ Paper and Pencil Exam | _____ Separate Room |
| _____ LARGE PRINT Paper and Pencil Exam Reader | _____ Other |

What accommodations have you received in the past for the following exams?

Denturist School Exams _____

Undergraduate College Exams _____

Standardized Exams (e.g. SAT, GRE, etc.) _____

Documentation Requirements

Please provide a comprehensive and current report (no more than three years old) from a professional qualified for evaluating your disability. The report must include the following:

- Name, title, credentials and area of specialization of the professional making the diagnosis and accommodation recommendation.
- A diagnosis of the disability pursuant to the International Statistical Classification of Diseases and Related Health Problems (ICD), the Diagnostic and Statistical Manual of Mental Disorders (DSM-5-TR) or other applicable and recognized professional standard with copies of all evaluations and reported scores from professionally recognized diagnostic tests, where applicable.
- Recommendation for specific accommodations.
- Rationale for requesting specific accommodations.

Candidate Affirmation

My signature on this form affirms that the information I have provided on this request is true and accurate. I have truthfully represented my disability and the impact it has on my daily life and computerized examinations.

Applicant Signature

Date

Professional Documentation of Disability Form

Applicant Information

Name: _____
Last First Middle

Date of Birth: ____/____/____ SSN: _____

Exam Type (circle one): Denturist Written Exam Denturist Clinical Exam

About the Exam

The examination for which this candidate is requesting special accommodations consists of objective multiple choice questions which are administered by computer at the Department of Health and a clinical examination.

Minimum computer skills are required.

Exam	Number of Questions	Time Allowed	Unscheduled Breaks
Written	120	42 hours	Restroom breaks can be taken at any time; however, the exam timer will continue to elapse
Clinical		9 hours	Breaks can be taken at any time; however, the exam timer will continue to elapse

Professional Contact and Background Information

Name: _____ Title: _____

License Number: _____ Expiration Date: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Please describe your credentials and experience which qualify you to make this diagnosis and recommendations for testing. You may also attach your Curriculum Vitae (Resume) to show this information.

Disability and Requested Accommodations

1. Describe the diagnosed disability and date of diagnosis. Attach all written evaluations supporting the diagnosis, including the scores and interpretive data for all administered diagnosis tests.

2. Date of your last consultation with the candidate _____

3. Please describe: (1) the nature, history, and extent of the disability; (2) how it limits one or more of the candidate’s major life activities; (3) if the disability will change in any way over time. In case of a learning disability, include specifics as to the type of disability (e.g., visual or auditory reception or perception, processing, memory, comprehension, verbal or written expression, etc.)

4. What effect does the disability have on the candidate's ability to perform on the test as described above?

5. What are your specific recommendations for accommodations for this candidate? **Please include an explanation of why these accommodations are required.**

- | | |
|---|---------------------|
| _____ Additional Time – Time and a half | _____ Reader |
| _____ Additional Time – Double Time | _____ Scribe |
| _____ Paper and Pencil Exam | _____ Separate Room |
| _____ LARGE PRINT Paper and Pencil Exam | _____ Other |

I certify that I have the necessary specialized training to make the above diagnosis, that I personally examined the candidate named above, and that the diagnosis and assessment of accommodations requested are based on my professional judgment. I understand that the candidate has authorized me to provide the information on this form, and to provide further information if necessary.

Signature

Date

Name (Printed)

School ADA Accommodation History Form

Applicant Information

Name:

Address:

Date of Birth: ____ / ____ / ____

SSN: _____

Phone: _____

The following sections are to be completed by the person responsible for disability services.

School Contact Information

Name: _____ Title: _____

School Name and Address:

Phone: _____ Fax: _____ Email: _____

Disability and Accommodations History

1. Specify the type of disability for which the candidate received accommodations (e.g., visual, learning/cognitive, psychological, etc.)

2. What accommodations were provided to this candidate while he or she was a student at your institution (check all that apply)?

- | | |
|--|--|
| <input type="checkbox"/> Additional Time – Time and a half | <input type="checkbox"/> Reader |
| <input type="checkbox"/> Additional Time – Double Time | <input type="checkbox"/> Scribe |
| <input type="checkbox"/> Paper and Pencil Exam | <input type="checkbox"/> Separate Room |
| <input type="checkbox"/> LARGE PRINT Paper and Pencil Exam | <input type="checkbox"/> Other |

I certify that the information provided by me on this form is true and correct to the best of my knowledge. I understand that the candidate has authorized me to provide the information on this form, and to provide further information if necessary.

Signature

Date

Name (Printed)

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
POLICY**

Title: Minimum Number of Candidates for Clinical Examination **Number:** DN 02

Reference: RCW 18.30.065 and RCW 18.30.100

Contact: Trina Crawford, Executive Director

Effective Date: ~~April 26, 2018~~ April 27, 2023

Supersedes: January 20, 2006 and ~~April 26, 2018~~

Approved: Signature on file

~~J. Eric Hansen~~ Joshua Brooks, Chair, Board of Denturists

RCW 18.30.100(2) requires the Board to hold an examination at least annually.

Effective January 20, 2006, the Board of Denturists adopts this policy relating to the administration of the clinical (practical) examination.

The Board is required to hold a minimum of one clinical examination each year. The Board has decided that a minimum of ~~five (5)~~four (4) candidates are needed to justify administration of an exam. If there are not ~~five (5)~~four (4) or more candidates for a scheduled clinical examination, the examination will not take place. The applicants will be notified that the exam has been cancelled and they will be scheduled for the next clinical examination. The candidates and approved schools will be notified of this decision, 45 days prior to the cancellation of an exam date.

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
POLICY/PROCEDURE**

Title: Recognition of Denturist Educational Programs **Number:** DN 03

Reference: RCW 18.30.065

Contact: Trina Crawford, Executive Director

Effective Date: April 27, 2023
April 7, 2000 and April 26, 2018

Supersedes:

Approved: Signature on file

Josh Brooks, Chair, Board of Denturists

PURPOSE STATEMENT:

This policy is to adopt procedures for the Washington State Board of Denturists to recognize educational programs that provide courses of study in denturism.

POLICY STATEMENT:

The Washington State Board of Denturists is the entity within the State of Washington with the authority and the responsibility to:

- Evaluate and designate those schools from which graduation will be accepted as proof of an applicant’s completion of course work requirements for licensure.
- Periodically review recognized schools to ensure continued compliance.

It is the intent of the Board of Denturists to review the initial approval of denturist educational programs every five (5) years to ensure the denturist program remains in compliance.

The following process will be used for the recognition of denturist educational programs:

INITIAL RECOGNITION

1. Upon receipt of a denturist educational school/program application, staff will review the materials submitted to ensure the application is in the format required by the board.

NOTE: If the application has not been submitted in the appropriate format, the application will be returned to the applicant with a letter restating the requirements.

2. Staff will forward a copy of the application and appropriate review checklists to one or two board members for their review.
3. Upon completion of their review, the board member(s) will provide staff with any deficiencies noted or items which need clarification.

NOTE: Reviewing member(s) may wish to discuss their findings and provide staff with a collaborative deficiency report.

4. Using the information provided by the reviewing member(s), staff will prepare a letter to the applicant outlining any deficiencies and a deadline for receipt of the required documentation or clarification.
5. Upon receipt of the documentation or clarification, staff will forward the information to the reviewing board member(s) for inclusion with the application.
6. If, after reviewing the additional documentation submitted, the reviewing member(s) consider the application complete; the reviewing board member(s) will present their recommendation to the full board at the next scheduled meeting.
7. The reviewing board member(s) will recommend one of the following: Approval of Application for Denturist Program Approval, Denial of the Application for Denturist Program Approval, the completion of a site review or that a legal review be prepared.

CONTINUED RECOGNITION

1. Staff will provide notification to the approved school/program that the board is in the process of reviewing the approved programs/schools to ensure continued compliance with the education requirements.

Such notification will include, at a minimum, a copy of the Application for Denturist Program Approval Application form and the Washington State Denturist Law.

2. Upon receipt of a denturist school/program application, staff will review the materials submitted to ensure the application is in the format required by the board.

NOTE: If the application has not been submitted in the appropriate format, the application will be returned to the applicant with a letter restating the requirements.

3. Staff will forward a copy of the application and appropriate review checklists to one or two board members for their review
4. Upon completion of their review, the board member(s) will provide staff with any deficiencies noted or items which need clarification.

NOTE: Reviewing member(s) may wish to discuss their findings and provide staff with a collaborative deficiency report.

5. Using the information provided by the reviewing member(s), staff will prepare a letter to the applicant outlining any deficiencies and a deadline for receipt of the required documentation or clarification.
6. Upon receipt of the documentation or clarification, staff will forward the information to the reviewing board member(s) for inclusion with the application.
7. If, after reviewing the additional documentation submitted, the reviewing member(s) consider the application complete; the reviewing board member(s) will present their recommendation to the full board at the next scheduled meeting.
8. The reviewing board member(s) will recommend one of the following: Approval of the Application for Denturist Program Approval, Denial of the Application for Denturist Program Approval, the completion of a site review or that a legal review be prepared.

SITE REVIEW

1. Staff will provide written notification to the denturist school/program of the Board's intent to conduct a site review and the date tentatively scheduled for the review. Staff will also request that the denturist school/program provide three (3) alternative dates for the site review, should a conflict arise.
2. At least twenty (20) days prior to the scheduled site review, program staff will provide written confirmation of the site review date and request that the denturist school/program provide the reviewing team with an agenda for the visit as well as directions to the facility.
3. At least seven (7) days prior to the scheduled site review, program staff will provide all necessary site review information to the reviewing board members.
4. A site review team report will be prepared and submitted to program staff within thirty (30) days of completion of the site review. Staff will review the information provided and prepare for presentation to the full board at the next scheduled meeting.

5. The reviewing members of the site review team will present the report and the team's recommendation to the full board during closed session.

Members of the site review team will not vote on the denial or acceptance of the site review team recommendation.

6. The site review team will recommend one of the following: Approval or Continued Approval of the Application for Denturist Program Approval, Denial of the Application for Denturist Program Approval, or that a legal review be prepared.
7. The school/program will be notified in writing of the board's decision within thirty (30) days of the meeting at which the decision was made.
8. The following action will be taken based on the decision of the board:

Approval: Written notification including a copy of the Site Review Team report will be provided to the program/school within thirty (30) days of the board meeting.

Denial: A Notice of Determination and Notice of Opportunity to Request a Brief Adjudicative Proceeding (BAP) regarding the Denial of Denturist Program Approval Application as a Recognized Denturist Educational Program including a copy of the Site Review Team report will be sent to the school/program notifying them of the decision of the board.

If the program requests a Brief Adjudicative Proceeding, the procedures in Health Professions Quality Assurance Procedure 252, Brief Adjudicative Proceedings will be followed.

The board may request further information from the program if the application is insufficient to determine whether the program meets standards of approval.

Where deficiencies are noted, the board, in its discretion, may notify the school/program of its intention to approve a program, if, within a specified period of time the school/program provides additional evidence that the program has corrected deficiencies specified by the board.

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
POLICY**

Title: Scoring for Clinical Examination **Number:** DN 04

Reference: RCW 18.30.065

Contact: Trina Crawford, Executive Director

Effective Date: April 27, 2023

Supersedes: January 20, 2006
April 11, 2008
April 26, 2018

Approved: Signature on file

Josh Brooks, Chair, Board of Denturists

Effective the Board of Denturists adopts this policy to detail the scoring methodology for the clinical examination.

Each section of the clinical examination will be administered by two examiners. One designated examiner, after consulting with the other examiner, will enter a grade for the section. If the two examiners cannot come to a consensus, the grading examiner may consult with a third examiner prior to entering the grade. A passing examination requires that the total combined score from all sections be at least 70 percent.

This policy shall remain in effect until such time as it is either amended or repealed by the Board of Denturists.

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
POLICY**

TITLE:	Exception Applications	NUMBER: DN 05
REFERENCE:	RCW 18.130.055 – Uniform Disciplinary Act Chapter 18.30 RCW – Denturist Chapter 246-812 WAC	
CONTACT:	Trina Crawford, Executive Director	
EFFECTIVE DATE:	April 27, 2023	
SUPERSEDES:	April 26, 2013 and April 26, 2018	
APPROVED:	Signature on file	
	Josh Brooks, Chair, Board of Denturists	

POLICY STATEMENT

This procedure establishes appropriate delegation and ensures consistent processing of denturist exception applications.

Definition

Exception Application: Credential applications whose applicants have criminal backgrounds, an open case or enforcement action on another credential, databank disciplinary history, any “yes” response to personal data questions, or where the applicant does not meet licensing requirements.

The following will cause an application to be designated for the exception process:

- Washington State Patrol background check indicates criminal history.
- FBI background check indicates criminal history.
- One of the professional data banks indicates disciplinary history.
- The applicant discloses on the application that (s)he has criminal history, has a medical condition that may limit the ability to practice, uses chemical substances, has been found guilty in a civil, administrative case or has had a credential denied, suspended, or revoked.

- HSQA has a 'Case Pending' or 'Enforcement Action' for another credential held by the applicant.
- The applicant fails to meet licensing requirements.

Process

1. Credentialing unit identifies if application meets exception criteria.
2. Credentialing unit identifies if cause of exception meets criteria listed in Matrix 1
 - a. If it meets established criteria, proceeds with credentialing process.
 - b. If it does not meet established criteria, proceeds with credentialing process to summarize and provide to case manager.
3. Case manager reviews exception application summary.
4. Case manager present exception application summary to a Board of Denturists authorization panel.
5. The Board authorization panel determines whether to issue credential or open a case to further review application file.
 - a. If decision is to issue the credential, case manager notifies credentialing unit of decision and they proceed with credentialing process.
 - b. If decision is to open a case, case manager notifies credentialing unit of decision presents to authorization panel.
 - i. Credentialing unit forwards application information to complaint intake unit.
 - ii. Complaint intake unit opens report on applicant and forwards file to case management unit.
 - iii. Case management unit reviews exception application documents and provides a summary and recommendation to a Board of Denturists authorization panel.
 - iv. A Board of Denturists panel determines to issue (2 options) or deny credential: Grant Credential, Grant Credential with conditions, or Deny Credential.
 - a. If Grant Credential: Case management unit records decision, forwards the case file to complaint intake for closure and notifies credentialing unit to proceed with credentialing process.
 - b. If Grant Credential with conditions or Deny Credential: Case management unit records decision, forwards case file to legal services office for Notice of Decision (NOD) process.

Board of Denturists Exception Applications Matrix 1

Class	Conviction	Conviction Occurred Decision
M	Disorderly Conduct	Over 1 year, Issue credential
M	Minor Operating Vehicle after Consuming Alcohol	Over 1 year, Issue credential
M	Bail Jumping (when crime is GM)	Over 1 year, Issue credential
M	Malicious Mischief 4	Over 1 year, Issue credential
M	Negligent Driving 1 & 2	Over 1 year, Issue credential
M	No Valid License	Over 1 year, Issue credential
M	Driving with License Suspended/Revoked 3	Over 1 year, Issue credential
GM	DUI – Driving Under Influence (including diversions) If more than 2 convictions, Refer to Board of Denturists	Over 1 years, Issue credential
GM	MIP - Minor in Possession	Over 1 years, Issue credential
GM	Furnishing Alcohol to a Minor	Over 1 years, Issue credential
GM	Driving w/o Ignition Interlock Violation	Over 1 years, Issue credential
GM	Reckless Endangerment	Over 2 years, Issue credential
GM	Hit and Run	Over 2 years, Issue credential
GM	Reckless Driving	Over 2 years, Issue credential
GM	Assault 4	Over 2 years, Issue credential
GM	Physical Control	Over 2 years, Issue credential
GM	Harassment	Over 2 years, Issue credential
GM	Criminal Trespass 1	Over 2 years, Issue credential
GM	Malicious Mischief 3	Over 2 years, Issue credential
GM	Possession of Stolen Property 3	Over 2 years, Issue credential
GM	Theft 3	Over 2 years, Issue credential
GM	Attempted Theft	Over 2 years, Issue credential
M/GM	Shoplifting	Over 2 years, Issue credential
GM	Unlawful Issuance of Bank Checks less than \$250	Over 2 years, Issue credential
GM	False reporting	Over 2 years, Issue credential
GM	Making False or Misleading Statements	Over 2 years, Issue credential
GM	Criminal Trespass 2	Over 2 years, Issue credential
GM	Simple Assault	Over 2 years, Issue credential
GM	Obstructing a Law Enforcement Officer	Over 2 years, Issue credential
GM	Interfering with Reporting Domestic Violence	Over 2 years, Issue credential
GM	Resisting Arrest	Over 2 years, Issue credential
GM	No Contact Order Violation	Over 2 years, Issue credential
GM	Rendering Criminal Assistance 3	Over 2 years, Issue credential
M	Patronizing a Prostitute	Over 2 years, Issue credential
GM	Drug Convictions (including diversions) If more than 2 convictions, Refer to Board of Denturists	Over 5 years, Issue credential
M	Possession of Drug Paraphernalia If more than 2 convictions, Refer to Board of Denturists	Over 5 years, Issue credential

M	Possession of Marijuana 40 grams or less If more than 2 convictions, Refer to Board of Denturists	Over 5 years, Issue credential
M	Unlawful use of Drug Paraphernalia If more than 2 convictions, Refer to Board of Denturists	Over 5 years, Issue credential
GM	Indecent Exposure	Over 5 years, Issue credential
	Any convictions reviewed with or without disciplinary outcome on previous credential. If discipline outcome, compliance must be complete.	Issue credential
	Personal Data Question #1 – Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? <ul style="list-style-type: none"> • Glasses/contacts • Diabetes or insulin dependent 	Issue credential Issue credential
	Personal Data Question #2 – Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? <ul style="list-style-type: none"> • Drinks alcohol occasionally or recreationally 	Issue credential
	Personal Data Question #10 – Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, or malpractice in connection with the practice of a health care profession? <ul style="list-style-type: none"> • Malpractice expenses reported • Malpractice payment \$10,000 or less 	Issue credential Over 2 years, Issue credential

Key

M - Misdemeanor

GM – Gross Misdemeanor

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
POLICY**

TITLE:	Initial Assessment Thresholds	NUMBER: DN 06
REFERENCE:	Chapter 18.130 RCW - Uniform Disciplinary Act and Chapter 18.30 RCW – Denturist	
CONTACT:	Trina Crawford, Executive Director	
EFFECTIVE DATE:	April 27, 2023	
SUPERSEDES:	September 26, 2013 and April 26, 2018	
APPROVED:	Signature on File	
	Josh Brooks, Chair, Board of Denturists	

POLICY STATEMENT

This policy provides criteria for consistent, fair, and uniform assessment of reports and complaints.

Any report that is classified below threshold may be reconsidered for investigation if new documentation is received, if a pattern of the violation occurs, or if the Board of Denturists (board) otherwise deems that an investigation is appropriate.

Reports that are not within the board’s statutorily mandated jurisdiction shall be classified as No Jurisdiction.

Definition

A report may be classified as “Below Threshold” when one or more of the following are true:

- When the allegation set forth in a report or violation poses minimal risk of harm or impact to the public health safety or welfare.

OR

- If investigated, would likely not result in a Statement of Charges or Stipulation to Informal Disposition, but may result in a closure with Evidence does not Support or Notice of Correction.

I. Reports Requiring Investigation

A board panel determines when an investigation is required of a report received.

The following have been identified as generally not appropriate for a below threshold disposition.

- All complaints concerning a patient death.
- Alleged violations that are moderate or severe in nature.
- Alleged violations that result in moderate or severe injury.
- Alleged violations that create a moderate or severe risk of harm.
- Convictions of a gross misdemeanor or felony.
- Alleged violations of physical abuse.
- Alleged violations of injury (mental or physical).
- Alleged violations of sexual misconduct.

II. Below Threshold Determination

A board panel determines when a report is considered below threshold. Before a report is closed without investigation, the board panel must consider prior discipline and any previous reports or complaints regarding the practitioner.

The following have been identified as possible criteria for a below threshold determination. To assign the below threshold disposition to a report, the alleged violation must be at least one of the following classes of violations:

1. No Violation at the time the event occurred

Reports when at the time of care or alleged incident, there was no violation.

2. Risk minimal and not likely to reoccur

Reports of no patient harm and low risk of reoccurrence.

3. Communication and Personality Disputes

Reports that appear to be the result of unintentional miscommunication, or mistake of fact. This category includes, but is not limited to, personality disputes that involve rudeness or minor verbal abuse.

4. Practice on an Expired Credential

Reports of alleged practicing on an expired credential (license, certification, registration, or permit) where the credential was renewed within 14 days of expiration date and there is no allegation of patient harm. The following factors may be considered: length of time credential has been active, first time license has expired, method of report, effect on other licensees, billing, and remorse.

5. Profession Specific

- a. Reports of violating confidentiality.

- b. Reports of inappropriate delegation to unlicensed person that does not involve invasive procedures or piercing of skin.
- c. Reports of failure to supervise resulting in no harm or minor harm to a patient.
- d. Reports of an isolated incident which suggests little or no patient harm, not like to reoccur.
- e. Reports of advertising that is a technical violation
Advertising that does not appear to be false, fraudulent, or misleading.
- f. Reports that are dated.
Reports when alleged issue occurred more than a year ago and no steps were taken by the complainant to resolve the issue. The board may investigate if warranted as there is no statute of limitation.
- g. Reports of personnel issues
Employer/employee issues that don't already fall within the scope of the Uniform Disciplinary Act.
- h. Reports of misdemeanors
Conduct which is considered a misdemeanor in a court of law but it is not directly related to the practice of denturism.

6. Otherwise Resolved

Reports where an allegation has been resolved by another state agency, federal government, or entity.

7. No Jurisdiction

Reports where the board does not have regulatory authority over professional or situation.
Example: care provided in another state.

8. Insufficient Information

Reports that do not contain necessary information for the commission to determine if it warrants an investigation. Anonymous reports that are received with no complainant's name and do not contain allegations of significant harm or potential harm. Cases can be investigated when the board determines allegations warrant an investigation (example: infection control.)

9. Billing/Fee Disputes

Reports when the complainant asserts unfair business practices related to billings and fee disputes. This category does not include fraud or additional misrepresentation.

10. If Allegations are true, no Violation of Law Occurred

Reports when the alleged incident would not be a violation of law.

11. Referral to Another Program or Agency

Reports when respondent holds more than one credential and allegation does not relate to denturism care or board.

12. Incident Reported by Facility

Reports related to facilities. Usually not associated to individual health professions.

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
POLICY**

TITLE:	Mandatory Malpractice Reports	NUMBER: DN 07
REFERENCE:	Chapter 18.130 RCW – Uniform Disciplinary Act Chapter 18.30 RCW – Denturist	
CONTACT:	Trina Crawford, Executive Director	
EFFECTIVE DATE:	April 27, 2023	
SUPERSEDES:	September 26, 2013 and August 23, 2018	
APPROVED:	Josh Brooks, Chair, Board of Denturists	

Background

Because the brief descriptive nature of the case contained in the mandatory malpractice reports, it is sometimes difficult to determine the appropriate course of action(s) without actually reviewing the related records. There may also be cases where the reports clearly indicate that the case was settled with no liability admitted.

POLICY STATEMENT

Reports of malpractice settlements in the amount of \$3,000 or under will not be investigated provided the practitioner has no pending or previous standard of care complaints, unless a Board of Denturists authorization panel requests investigation of the case.

If the practitioner has pending or previous standard of care complaints, the determination to investigate any malpractice report of \$3,000 or under will be made by a Board of Denturists authorization panel.

Reports of malpractice settlements of \$3,000 and over will be investigated on the request of a Board of Denturists authorization panel.

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
GUIDELINE**

Title: Written Examination Retake Fee

Reference: RCW 18.30.065 and RCW 18.30.100

Contact: Trina Crawford, Executive Director

Effective Date: April 27, 2023

Supersedes:

Approved: Signature on file

Josh Brooks, Chair, Board of Denturists

RCW 18.30.100 requires the Board to administer examinations for licensing. This includes a written examination.

In February 2021, the Department of Health entered into a contract with ExamSoft for the online monitored administration of the denturist written examination. This allows the written examination to be given at any time of the day or night 365 days a year. With the cost savings that have occurred with this, the Board of Denturists adopts this guideline relating to the collection of fees for retakes of the written examination.

The initial \$1,500 examination fee will include one administration of the clinical (practical) examination and two attempts at the written examination.

If an applicant/candidate has failed the written examination two times, the \$500 written examination fee will be required prior to being allowed to attempt the written examination a third or fourth time.



Board Report
62605-DENTURISTS

62605-DENTURISTS	Biennium Budget	Current Month Feb 2023				2023 Biennium-To-Date Jul 01, 2021 Thru Feb 28, 2023			
		Allotment	Actual	Encumbrance	Variance	Allotment	Actual	Encumbrance	Variance
FTE, Staff and Board	24.00	1.00	0.85	0.00	0.15	20.00	20.33	0.00	(0.33)

Expenditures

Direct Charges

Salaries Staff (A)	157,260	6,712	5,164	0	1,548	130,412	124,950	0	5,462
Board (AE)	29,421	2,127	0	0	2,127	20,911	12,344	0	8,567
Benefits (B)	55,667	2,487	1,902	0	585	45,719	43,171	0	2,548
Personal Svcs (C)	2,808	117	0	0	117	2,340	0	0	2,340
Goods and Supplies (E)	83,277	3,552	5,099	(450)	(1,097)	69,062	46,448	0	22,614
Supplies (EA)	2,040	85	0	0	85	1,700	145	0	1,555
Communications (EB)	240	10	0	0	10	200	0	0	200
Bldg/Rent/Utilities (EC/ED)	0	0	0	0	0	0	0	0	0
Repairs, Alterations, & Maint. (EE)	0	0	0	0	0	0	0	0	0
Printing (EF)	0	0	0	0	0	0	0	0	0
Training/Dues/Conference (EG)	2,640	110	0	0	110	2,200	9,642	0	(7,442)
Rental/Leases (EH)	3,960	165	0	(383)	548	3,300	350	0	2,950
Subscriptions (EJ)	0	0	0	0	0	0	0	0	0
Consolidated Mail (EK)	0	0	0	0	0	0	0	0	0
Data Processing Services (EL)	72	3	0	0	3	60	0	0	60
AG Support (EM)	73,882	3,157	4,926	0	(1,769)	61,250	35,947	0	25,303
Insurance (EP)	0	0	0	0	0	0	0	0	0
Contractual Services (ER)	0	0	0	0	0	0	31	0	(31)
Vehicle Maint. & Oper Costs (ES)	0	0	0	0	0	0	0	0	0
Software Licenses, Maint. (EY)	360	15	73	(67)	9	300	238	0	62
Other Goods & Services (EZ)	0	0	100	0	(100)	0	93	0	(93)
Travel (G)	42,000	1,750	601	0	1,149	35,000	14,011	0	20,989
Equipment (J)	2,760	115	0	0	115	2,300	112	0	2,188
Grants and Subsidies (N)	0	0	0	0	0	0	0	0	0
Inter-Agency Reimb. (S)	0	0	0	0	0	0	0	0	0
Intra-Agency Reimb. (T)	166,356	7,429	4,243	0	3,186	136,555	95,530	0	41,025
Goods and Services (TE)	0	0	0	0	0	0	0	0	0
G & S-Rent (TE 6740)	10,200	425	263	0	162	8,500	6,678	0	1,822
G & S-IT Support (TE E350 & TE E360)	4,008	170	79	0	91	3,328	2,660	0	668
G & S-Phone (TE E370)	468	20	40	0	(20)	388	394	0	(6)
Sub Total Direct Charges	387,786	17,468	13,147	(450)	4,771	317,908	250,766	0	67,142



Board Report
62605-DENTURISTS

	Biennium Budget	Current Month Feb 2023				2023 Biennium-To-Date Jul 01, 2021 Thru Feb 28, 2023			
		Allotment	Actual	Encumbrance	Variance	Allotment	Actual	Encumbrance	Variance
Service Units (TA)									
Adjudicative Clerks Office (A010)	2,703	116	4	0	112	2,239	77	0	2,162
Adjudicative Services Unit (A020)	24,651	1,146	(1)	0	1,147	19,982	1,779	0	18,203
WRAMP (A230)	80	5	1	0	4	60	24	0	36
HP Investigations (A100)	45,676	2,032	1,127	0	905	37,548	24,177	0	13,371
Self Insurance (A220)	0	0	0	0	0	0	0	0	0
Legal Services (A150)	23,347	1,053	91	0	962	19,135	13,662	0	5,473
Call Center (A030)	1,411	63	61	0	2	1,159	1,122	0	37
Public Disclosure (A180)	1,140	49	15	0	34	944	1,454	0	(510)
Online Licensing Project (A130)	240	10	12	0	(2)	200	205	0	(5)
Investigations Case Mgt (A070)	4,884	209	199	0	10	4,048	3,826	0	222
Complaint Intake (A040)	4,152	192	174	0	18	3,384	2,961	0	423
Legal Compliance (A140)	13,968	599	594	0	5	11,572	10,775	0	797
HP & Director (A110)	18,511	873	1,434	0	(561)	15,019	17,015	0	(1,996)
Credentialing (A060)	8,910	382	0	0	382	7,382	6,579	0	803
Home Care Aide (A240)	0	0	0	0	0	0	0	0	0
Renewal Unit (A190)	1,599	68	64	0	4	1,327	1,345	0	(18)
Revenue Unit (A200)	240	10	10	0	0	200	221	0	(21)
FBI Background Check (A090)	24	1	0	0	1	20	25	0	(5)
HP Suicide Assessment (A120)	0	0	0	0	0	0	0	0	0
OS Review Officer (A210)	0	0	0	0	0	0	0	0	0
Sub Total Service Units (TA)	151,536	6,808	3,785	0	3,023	124,219	85,245	0	38,974
Sub Total Expenditures	539,322	24,276	16,932	(450)	7,793	442,127	336,011	0	106,116
Indirect Charges									
Agency Management	82,099	3,697	2,591	0	1,107	67,295	50,368	0	16,927
Assistant Secretary	52,050	2,344	1,642	0	702	42,664	33,782	0	8,882
Sub Total Indirect Charges	134,149	6,042	4,233	0	1,809	109,960	84,150	0	25,810
Total Charges	673,471	30,318	21,165	(450)	9,602	552,087	420,161	0	131,925
						Beginning Balance	419,925		
						Revenue	460,156		
						Fines	0		
						Total Revenue	460,156		
						Current Balance	459,920		



Board Report
62605-DENTURISTS
6263-DENTURIST

	Biennium Budget	Current Month Mar 2023				2023 Biennium-To-Date Jul 01, 2021 Thru Mar 31, 2023			
		Allotment	Actual	Encumbrance	Variance	Allotment	Actual	Encumbrance	Variance
6263-DENTURIST									
FTE, Staff and Board	24.00	1.00	0.86	0.00	0.14	21.00	21.19	0.00	(0.19)

Expenditures

Direct Charges

Salaries Staff (A)	157,260	6,712	5,164	0	1,548	137,124	130,113	0	7,011
Board (AE)	7,800	325	0	0	325	6,825	12,344	0	(5,519)
Benefits (B)	54,216	2,365	1,898	0	467	47,121	45,068	0	2,053
Personal Svcs (C)	2,808	117	0	0	117	2,457	0	0	2,457
Goods and Supplies (E)	81,312	3,388	563	0	2,825	71,148	47,010	0	24,138
Supplies (EA)	2,040	85	3	0	82	1,785	148	0	1,637
Communications (EB)	240	10	0	0	10	210	0	0	210
Bldg/Rent/Utilities (EC/ED)	0	0	0	0	0	0	0	0	0
Repairs, Alterations, & Maint. (EE)	0	0	0	0	0	0	0	0	0
Printing (EF)	0	0	0	0	0	0	0	0	0
Training/Dues/Conference (EG)	2,640	110	170	0	(60)	2,310	9,812	0	(7,502)
Rental/Leases (EH)	3,960	165	0	0	165	3,465	350	0	3,115
Subscriptions (EJ)	0	0	0	0	0	0	0	0	0
Consolidated Mail (EK)	0	0	0	0	0	0	0	0	0
Data Processing Services (EL)	72	3	0	0	3	63	0	0	63
AG Support (EM)	72,000	3,000	1,389	0	1,611	63,000	37,336	0	25,664
Insurance (EP)	0	0	0	0	0	0	0	0	0
Contractual Services (ER)	0	0	0	0	0	0	31	0	(31)
Vehicle Maint. & Oper Costs (ES)	0	0	0	0	0	0	0	0	0
Software Licenses, Maint. (EY)	360	15	0	0	15	315	238	0	77
Other Goods & Services (EZ)	0	0	(1,000)	0	1,000	0	(907)	0	907
Travel (G)	42,000	1,750	0	0	1,750	36,750	14,011	0	22,739
Equipment (J)	2,760	115	0	0	115	2,415	112	0	2,303
Grants and Subsidies (N)	0	0	0	0	0	0	0	0	0
Inter-Agency Reimb. (S)	0	0	0	0	0	0	0	0	0
Intra-Agency Reimb. (T)	166,356	7,429	6,253	0	1,176	143,984	101,783	0	42,201
Goods and Services (TE)	0	0	0	0	0	0	0	0	0
G & S-Rent (TE 6740)	10,200	425	272	0	153	8,925	6,950	0	1,975
G & S-IT Support (TE E350 & TE E360)	4,008	170	499	0	(329)	3,498	3,160	0	338
G & S-Phone (TE E370)	468	20	(30)	0	50	408	364	0	44
Sub Total Direct Charges	362,832	15,387	8,365	0	7,022	316,671	259,132	0	57,539



Board Report
62605-DENTURISTS
6263-DENTURIST

	Biennium Budget	Current Month Mar 2023				2023 Biennium-To-Date Jul 01, 2021 Thru Mar 31, 2023			
		Allotment	Actual	Encumbrance	Variance	Allotment	Actual	Encumbrance	Variance
Service Units (TA)									
Adjudicative Clerks Office (A010)	2,703	116	6	0	110	2,355	82	0	2,273
Adjudicative Services Unit (A020)	24,651	1,146	59	0	1,087	21,128	1,839	0	19,289
WRAMP (A230)	80	5	3	0	2	65	26	0	39
HP Investigations (A100)	45,676	2,032	757	0	1,275	39,580	24,934	0	14,646
Self Insurance (A220)	0	0	0	0	0	0	0	0	0
Legal Services (A150)	23,347	1,053	324	0	729	20,188	13,986	0	6,202
Call Center (A030)	1,411	63	83	0	(20)	1,222	1,205	0	17
Public Disclosure (A180)	1,140	49	0	0	49	993	1,454	0	(461)
Online Licensing Project (A130)	240	10	16	0	(6)	210	220	0	(10)
Investigations Case Mgt (A070)	4,884	209	312	0	(103)	4,257	4,138	0	119
Complaint Intake (A040)	4,152	192	252	0	(60)	3,576	3,213	0	363
Legal Compliance (A140)	13,968	599	882	0	(283)	12,171	11,657	0	514
HP & Director (A110)	18,511	873	1,854	0	(981)	15,892	18,869	0	(2,977)
Credentialing (A060)	8,910	382	858	0	(476)	7,764	7,436	0	328
Home Care Aide (A240)	0	0	0	0	0	0	0	0	0
Renewal Unit (A190)	1,599	68	91	0	(23)	1,395	1,436	0	(41)
Revenue Unit (A200)	240	10	15	0	(5)	210	236	0	(26)
FBI Background Check (A090)	24	1	0	0	1	21	25	0	(4)
HP Suicide Assessment (A120)	0	0	0	0	0	0	0	0	0
OS Review Officer (A210)	0	0	0	0	0	0	0	0	0
Sub Total Service Units (TA)	151,536	6,808	5,511	0	1,297	131,027	90,756	0	40,271
Sub Total Expenditures	514,368	22,195	13,877	0	8,318	447,698	349,888	0	97,810
Indirect Charges									
Agency Management	78,269	3,378	0	0	3,378	68,122	30,059	0	38,063
Assistant Secretary	49,621	2,142	0	0	2,142	43,188	33,782	0	9,406
Sub Total Indirect Charges	127,890	5,520	0	0	5,520	111,310	63,841	0	47,470
Total Charges	642,258	27,715	13,877	0	13,838	559,008	413,729	0	145,280
Beginning Balance						419,925			
Revenue						482,890			
Fines						0			
Total Revenue						482,890			
Current Balance						489,086			

**DEPARTMENT OF HEALTH
Washington State Board of Denturists
Business Plan 2021 – 2023**

MISSION: To protect the health, safety, and welfare of the dentist-using public in Washington State.

GOAL 1

Provide testing mechanism to assure competent and safe practitioners.

Objective	Method – Time Line	Lead
A. License qualified candidates	Method: Periodically review and update both the written and jurisprudence examinations. Time Line: Ongoing	Board / Program Manager
	Method: Continued calibration of practical examination. Time Line: Before each exam	Board / Program Manager
	Method: Review examination statistics for developing trends. Time Line: Ongoing.	Board / Program Manager
	Method: Review and update candidate examination handbook and other examination instructions. Time Line: Annually	Board / Program Manager
	Method: Research requirements of other state(s) to determine equivalency to Washington State requirements. Time Line: Ongoing with an entire state review beginning in 2020 and then every 5 years after this date.	Board / Program Manager
	Method: Review the UTS or other regional examination and contract. Time Line: Every two years	Board / Program Manager
B. Bi-annual review of the Universal Testing Services, Inc. (UTS) or other regional examination and contract.	Method: Participate in a multi-state or regional examination such as the UTS examinations. Time Line: Every two years	Board / Program Manager
	Method: Board will designate a public member to participate at the annual conference to obtain skills and tools to use while they provide profession specific regulation and setting standards. Time Line: Annually	Board / Program Manager

GOAL 2

Protect the public through education and credentials review process and continuing competency requirements.

Objective	Method – Time Line	Lead
Review and make necessary rule changes relating to educational criteria, exam and continuing competency.	Method: Review rules as needed. Time Line: Ongoing.	Board / Program Manager

GOAL 3

Improve education, awareness, and communication with denturists, consumers, and the Board in a cost efficient manner.

Objective	Method – Time Line	Lead
Outreach to board approved schools and/or licensees.	Method: Presentation and update at school(s) and association meetings on rules, discipline and licensing requirements. Time Line: Annually	Board / Program Manager

**DEPARTMENT OF HEALTH
Washington State Board of Denturists
Business Plan 2021 – 2023 cont.**

GOAL 4

Continue to define, evaluate and recognize educational programs for effectiveness and adherence to educational standards set by statute and rule.

Objective	Method – Time Line	Lead
Continue to evaluate and define standards for school recognition.	Method: Develop policy and procedure for recognition of dentist educational programs. Time Line: Every three years	Board / Program Manager
	Method: Review recognized programs to ensure continued compliance. Time Line: Ongoing	Board / Program Manager
	Method: Perform site review as needed Time Line: Ongoing	Board / Program Manager

GOAL 5

Promote administrative efficiency.

Objective	Method – Time Line	Lead
A. Review Board policies and procedures	Method: Evaluate Board policies and procedures during open public meetings. Time Line: Every two years	Board / Program Manager
B. Communicate HSQA policies, procedures, and processes.	Method: Promote HSQA office policies, procedures, and process presentations to the Board. Time Line: Every two years	Board / Program Manager / HSQA Office Directors

Credential Status = ACTIVE

	DENR	DNLT	Total
Unknown	1	0	1
Adams	0	0	0
Asotin	1	0	1
Benton	3	1	4
Chelan	3	2	5
Clallam	4	0	4
Clark	11	0	11
Cowlitz	2	0	2
Franklin	3	2	5
Grant	0	0	0
Grays Harbor	2	0	2
Island	0	1	1
King	30	0	30
Kitsap	5	0	5
Kittitas	1	0	1
Lewis	5	0	5
Mason	1	0	1
Pacific	1	0	1
Pierce	24	0	24
Skagit	0	4	4
Snohomish	17	6	23
Spokane	7	1	8
Thurston	8	0	8
Walla Walla	1	1	2
Whatcom	6	3	9
Yakima	3	0	3
Out of State	6	0	6
Total	145	21	166

Temporary Practice Permits

Clark	0
King	0
Pierce	0
TOTAL	0

Credential Status = REVOKED

King	5
Total	5

Statistics as of 04/12/2023

Credential Status = ACTIVE WITH CONDITIONS

	DENR
King	1
Pierce	1
Snohomish	1
Out of State	1
Total	4

Credential Status = RETIRED ACTIVE

King	3
Spokane	1
Whatcom	1
Total	5

Credential Status = INACTIVE

	DENR
Unknown	1
Total	1

Credential Status = ACTIVE ON PROBATION

	DENR
Total	0

Credential Status = VOLUNTARY SURRENDER

King	1
Total	1

Credential Status - SURRENDER

King	1
Total	1

Credential Status = SUSPENDED

	DENR	DNLT	Total
Unknown	0	1	1
Benton	1	0	1
Island	0	1	1
Okanogan	1	0	1
Pierce	3	0	3
Skagit	1	0	1
Snohomish	2	0	2
Total	8	2	10

Statistics from 01/11/2023 to 04/12/2023

Count of Alleged Issues

Count of Case Natures

Unprofessional Conduct	1	Standard of Care / Services Violation of Regulations or Rules	2
Violation of Federal or State Statutes, Regulations or Rules	1		1
Patient Care	2		
Practicing Beyond the Scope of Practice	1		