

**HEALTH PROFESSIONS AND FACILITIES
BOARD OF DENTURISTS
POLICY/PROCEDURE**

Title: Recognition of Denturist Educational Programs **Number:** DN 04

Reference: RCW 18.108.025

Contact: Vicki Brown, Program Manager

Effective Date: April 7, 2000

Re-Approval Date:

Approved: Signature on file

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 denture technology.

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 two board members for their review
3. Upon completion of their review, the board members will provide staff with any deficiencies noted or items which need clarification.

NOTE: Reviewing members may wish to discuss their findings and provide staff with a collaborative deficiency report.

4. Using the information provided by the reviewing members, 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 members for inclusion with the application.
6. If, after reviewing the additional documentation submitted, the reviewing members consider the application complete; the reviewing board members will present their recommendation to the full board at the next scheduled meeting.
7. The reviewing board members 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 two board members for their review
4. Upon completion of their review, the board members will provide staff with any deficiencies noted or items which need clarification.

NOTE: Reviewing members may wish to discuss their findings and provide staff with a collaborative deficiency report.

5. Using the information provided by the reviewing members, 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 members for inclusion with the application.
7. If, after reviewing the additional documentation submitted, the reviewing members consider the application complete; the reviewing board members will present their recommendation to the full board at the next scheduled meeting.
8. The reviewing board members 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.