

## Recertification Process for OHA Certified Local School Dental Sealant Programs

To remain certified, SDSPs must stay in compliance with Certification Standards.  
The list and timeline below outline reoccurring annual due dates and deliverables as required by  
the Standards of Certification (SB 660).

Certification Year August 1- July 31	
<b>January 15 and July 1:</b>	Due dates to submit completed schools' data reports to OHA twice per school year. At the final submission, due July 1, include SmartSheet entries of each school that did not receive services and why the school did not receive services <ul style="list-style-type: none"> <li>Accurate data reports must be submitted before applying for recertification</li> </ul>
<b>July 15:</b>	Deadline to apply for recertification for the next school year
<b>August:</b>	OHA annual clinical training
<b>August and September:</b>	Administrative reviews
<b>August-December:</b>	Submit sealant schedules to OHA
<b>September 1:</b>	Submit to OHA all administrative paperwork (program forms, sealant schedule, policies and protocols)
<b>September-May:</b>	Annual verification site visits

### Ongoing:

- Update your schools requested and schools served lists, as needed
- Contact OHA if the representative responsible for coordinating and implementing the program needs the OHA one-time certification training

## Certification Verification Site Visit Requirements

### Step 1: Schedule verification site visit

- Send sealant schedules to OHA with administrative review paperwork submissions
- OHA will contact SDSP to schedule the in-person site visit and virtual administrative review

### Step 2: Fulfill Pre-site Visit Requirements no fewer than 2 weeks before scheduled in-person site visit (match with section A in the site visit tool.

- Complete site visit tool **Cover Sheet and Section A (Through A.11)**
- Send the following forms:
  - Permission form
  - Privacy practices
  - Sealant fact sheet
  - Screening form
  - Student results form
- Send the following policies:
  - Infection prevention control plan and evaluation plan
  - Self-monitoring evaluation plan
- Confirm master list of schools served (Section A. of site visit tool)

### Step 3: Prepare for Site Visit

- Schedule sealant procedures
- Review site visit tool
- Inform staff of upcoming site visit and to expect OHA interaction and feedback

### Step 4: Day of Site Visit

- **SDSP**
  - Inform school staff of OHA visitor to the school
  - Maintain normal operations
- **OHA**
  - Observation of infection control, student flow, sealant placement technique and overall SDSP in-school environment and operations
  - Exit interview

### Step 5: Site Visit Report

## Certification Verification Site Visit Requirements

### Step 1: Schedule verification site visit

- OHA will send site visit report within four weeks of site visit, when possible
- SDSP reviews and, if needed, requests edits or corrections within 10 business days of receiving site visit report
- SDSP addresses any action items
- OHA will send final site visit report, if needed