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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
<p>January 15, April 15, and July 15: Due dates to submit completed schools' data reports to OHA each quarter. Final quarter submissions, due July 15, will include a final sheet with program information and list of schools not served in the preceding school year</p> <ul style="list-style-type: none"> Accurate data reports must be submitted before applying for recertification
<p>July 15: Deadline to apply for recertification for the next school year</p>
<p>August: OHA annual clinical training</p>
<p>August-December: Submit sealant schedules to OHA</p>
<p>September 30: Submit to OHA all administrative paperwork (program forms, policies and protocols)</p>
<p>September-May: Annual verification site visits</p>
<p>Ongoing:</p> <ul style="list-style-type: none"> 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 as soon as available
- 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.12)**
- Send PDFs of forms:
 - Permission form
 - Privacy practices
 - Sealant fact sheet
 - Screening form
 - Student results form
- Send PDFs of policies:
 - Infection prevention control plan and evaluation plan
 - When Staff Becomes symptomatic at a School
 - Retention check process
 - Vaccination mandate
- Confirm master list of schools served (Section A.6 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

- 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