

## 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><b>May 15:</b> OHA will send to each certified program their data reports with schools served, preloaded.</p> <ul style="list-style-type: none"> <li>Accurate data reports must be submitted before applying for recertification</li> </ul>
<p><b>July 15:</b> Deadline to apply for recertification for the next school year</p>
<p><b>August:</b> OHA annual clinical training</p>
<p><b>August-December:</b> Submit sealant schedules to OHA</p>
<p><b>September -May:</b> Annual verification site visits</p>
<p><b>September-June:</b> Monthly “Sealant Spotlight Segments”</p>
<p><b>Ongoing:</b></p> <ul style="list-style-type: none"> <li>Update your schools requested and schools served lists as needed</li> <li>Contact OHA if the representative responsible for coordinating and implementing the program needs the OHA one-time certification training</li> </ul>

Certification Verification Site Visit Requirements
<p><b>Step 1: Schedule verification site visit</b></p> <ul style="list-style-type: none"> <li>Send sealant schedules to OHA as soon as available</li> <li>OHA will contact SDSP to schedule the virtual or in-person site visit</li> </ul>
<p><b>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.</b></p> <ul style="list-style-type: none"> <li>Complete site visit tool <b>Section A</b></li> <li>Send PDFs of forms:             <ul style="list-style-type: none"> <li>Permission form</li> <li>Privacy practices</li> <li>Sealant fact sheet</li> <li>Screening form</li> <li>Student results form</li> </ul> </li> <li>Send PDFs of policies:</li> </ul>

**OHA Certified School Dental Sealant Programs  
Recertification Timeline and Requirements**

**Certification Verification Site Visit Requirements**

**Step 1: Schedule verification site visit**

- Infection control
- When Staff Becomes Symptomatic at a School
- Retention check protocol
- Confirm master list of schools served

**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**
  - If program administrative staff is onsite, review previously submitted forms and completed site visit tool. This will be done via e-mail if admin staff is not present.
  - 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