

How to obtain your  
**OHIO DENTAL ASSISTANT RADIOGRAPHER CERTIFICATE**  
through the Cincinnati Dental Society Effective January 1, 2025

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The Ohio Dental Assistant Radiographer Certificate is issued by the Ohio State Dental Board (OSDB). Before a dental assistant, or clinical personnel can apply for their certificate, they must complete a training course which has been approved by the OSDB. The Cincinnati Dental Society offers a home study course, which has been approved by the OSDB. Individuals will work at their own pace under the supervision of a dentist or instructor at a dental assisting school/academy. The following steps provide you with the necessary information needed to successfully obtain your Ohio Dental Assistant Radiographer Certificate.

**Step 1**

Visit our website at [www.cincinnatiadental.org](http://www.cincinnatiadental.org) to order the "Introduction to Basic Concepts in Dental Radiography" manual. A fillable order form can be downloaded from the website. The cost of the manual is as follows:

*Staff of Cincinnati Dental Society Members - \$140 \*\*\* Staff of ADA and Non-ADA Members - \$165  
All Dental Assisting Schools and Academies - \$165*

**Step 2**

Study the manual completely and take the post-test which is in the back of the manual. There will be an answer sheet included with your packet of information. **DO NOT RETURN THE ACTUAL TEST BOOKLET.**

**Step 3**

Return the answer sheet via 3 options: Cincinnati Dental Society, 9200 Montgomery Rd., #21-A, Cincinnati, OH 45242, email, [vicki@cincinnatiadental.org](mailto:vicki@cincinnatiadental.org) OR fax to our office at (513) 984-3047. We will grade the test and send you a letter stating whether you passed. **RESULTS WILL BE EMAILED TO THE EMAIL ADDRESSES PROVIDED ON THE ORDER FORM. Please allow at least 5 business days for processing.**

**Step 4**

Once you receive the letter stating you passed the test, begin the clinical training. This training is also required to successfully pass the home study course. There will be an "Affidavit of Clinical Radiography Training" sheet in your packet of information. This form must be completed by the dentist who supervised your training.

**Step 5**

Return the affidavit via 3 options: Cincinnati Dental Society, 9200 Montgomery Rd., #21-A, Cincinnati, OH 45242, email, [vicki@cincinnatiadental.org](mailto:vicki@cincinnatiadental.org) OR fax to (513) 984-3047. Upon receipt of the affidavit our office will issue you a "Continuing Education Letter". This shows proof that you successfully completed the required course needed to obtain your Ohio Dental Assistant Radiographer Certificate. **THE "CONTINUING EDUCATION LETTER" WILL BE EMAILED TO THE APPLICANT'S EMAIL ADDRESS PROVIDED ON THE ORDER FORM. Please allow at least 5 business days for processing.**

**Step 6**

To apply for your Ohio Dental Assistant Radiographer Certificate, follow the directions, "Registration through the Portal" (included in your initial packet) from the Ohio State Dental Board. If you experience difficulties with the OSDB's process, please contact them directly at 614-466-2580. **DO NOT CONTACT THE CINCINNATI DENTAL SOCIETY. Your Ohio Dental Assistant Radiographer Certificate will be sent to you via email.**

*If you have any questions regarding the above steps, please contact our office at (513) 984-3443 or email Vicki Nixon at [vicki@cincinnatiadental.org](mailto:vicki@cincinnatiadental.org).*