

North Dakota State Board of Dental Examiners
Application Checklist for
Dental and Hygienist Licensure and License by Credential

- **Completed and notarized application** - If the application requires an explanation, submit type written copy only.
- **Photograph** - attached to appropriate place on application
- **Fee paid** - (new dentist - \$440; new hygienist - \$200; dentists license by credential - \$1200; hygienist licensed by credential - \$450). The application and fee are required to be received by the Board 30 days in advance of the next Board meeting. If the fee is not submitted with the application only the application will be returned to the candidate. The Board will not return other application items sent by the applicant such as references, or transcripts, but will keep these documents for a period of six months. **Licensure fees are nonrefundable.** All other items may follow at any time before the Board meeting.
- **Statement of Address** form
- **Diploma** - an 8 x 11 copy
- **Official transcript** sent from the school – must show degree information. Copies are not acceptable.
- **National Board** results Parts I & II - copy is acceptable.
- **Clinical exam results** - see examination page of website for approved exams. Copies are acceptable.
- **Jurisprudence Exam** – The ND jurisprudence exam is offered at dental hygiene school to new dental hygiene graduates. All dental applicants and dental hygiene license by credential applicants will take the jurisprudence exam on the day of the scheduled informal interview with the Board. *About three to four weeks prior to the Boards meeting you will receive a memo from the Executive Director detailing the scheduled time for your interview, the jurisprudence exam, and listing any missing items from your application.*
- **Reference letters** - Three reference letters are required. Among the requirements for licensure are statements by licensed dentists or other professional references that the applicant is judged to be professionally, technically, physically, and mentally capable of engaging in the practice of dentistry or dental hygiene. Therefore, references from classmates, relatives, spouses or patients are not useful to the Board. The reference letters must be returned to the Board by the reference and not the applicant.
- **Physical Examination Results** – Physical must be within the last 2 years. Can be signed by a physician assistant or nurse practitioner.
- **Eye Exam Results** – Exam must within the last 2 years.
- **Verifications** sent from each state or jurisdiction where the applicant holds or has held a license to practice attesting that the license was in good standing, or reporting any disciplinary actions.
- **Proof of Continuing Education** – If you have graduated from your dental or dental hygiene program more than 24 months ago you must submit proof of CE. Please review CE requirements at the Board’s website, under the Continuing Education link.
- **Anesthesia Hygienists** - If you intend to utilize the duty of local anesthesia, an application for local anesthesia permit is required along with proper documentation.
Anesthesia Dentists - If you intend to utilize general, parenteral and/or enteral conscious sedation, the application, all documentation and fee must be submitted with the dental application.
In either case, the application is not a requirement of licensure unless you intend to provide the services of anesthesia.
- **Background and fingerprint check** – The appropriate forms will be sent to you upon receipt of your application and application fee. Return forms to the NDSBDE with **your check for \$47.25 made payable to ND Attorney General.** The process takes up to ten days. Delaying the process could delay licensure.

Please contact the Board office if you have any questions.

NDSBDE
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