



North Dakota State Board of Dental Examiners
PO Box 7246, Bismarck, ND 58507 • Phone 701-258-8600 • Fax 701-224-9824
www.nddentalboard.org • Email info@nddentalboard.org

2020-2021 Dental Hygiene Renewal Notice

All dental hygiene licenses expire 12/31/2019!

ONLINE RENEWAL INFORMATION: This will be the only mailed renewal notice you will receive. An emailed notice will be sent to email addresses on file in late November. **Continuing education is no longer recorded by the Board office, but licensees should keep a file in case of an audit.** DO NOT submit continuing education with your renewal. After renewal, a random sample of hygienists will be selected for an audit. If you receive a written request from the Board, you must send your CE information to be audited. However, by renewing your license, you are confirming that you have completed the required continuing education. **All dental hygienists must have 16 hours of CE in 2018-2019 or have graduated from a dental hygiene program within the previous 2 years.** Required continuing education hours include CPR, Infection Control, and the Ethics/Jurisprudence Exam requirements. The Jurisprudence may be taken online at www.nddentalboard.org under the **Practitioner** tab, go to **Jurisprudence Exam** and then click on **Jurisprudence Exam for CE**. **License certificates will no longer be mailed out but can be printed from the Board's website when your license is renewed.**

What you need to renew online:

- You need the following information to renew online: Your last name, your license number, and the **last four digits** of your Social Security Number.
- You will need a credit card or debit card to pay the \$150 fee for your renewal. **If your renewal went through, a receipt should appear on the screen. If you do not find the receipt, call the Board office to confirm the renewal.**
- If you do not renew your license by 12/31/2019, you *cannot* practice as a dental hygienist until the license is renewed.
- After 12/31/2019, the online renewal portal is closed. You must submit the paper renewal application, fee and late fee must be mailed to the Board. You will have until March 1, 2020, to renew your license and avoid cancellation.

Steps to renewing online:

- The online renewal portal will allow you to complete the renewal process online and pay with a credit or debit card. Go to www.nddentalboard.org. Click on the **Practitioner Tab**, then go down to **Renewal All License/Registration** and click on the **Online Renewal: Login** box on the right-hand side.
- When renewing online, please confirm your contact information, especially your email address, is correct. The Board will be doing most future correspondence with licensees through email to be more eco-friendly.
- If you have difficulty with logging in, renewing or making your payment online, please contact the Board office.
- If you renew online, *do not send* the renewal form and fee.

If you are unable to renew online or are a military member or spouse:

- Download and print the Dental Hygiene License Renewal from the website on the **Renewal All License/Registration** page.
- Mail the completed renewal form with your **check or money order for the renewal fee of \$150 payable to NDSBDE**.
- Renewals postmarked after 12/31/2019 must pay the late fee of \$150 in addition to the \$150 renewal fee.
- Incomplete renewal forms cannot be processed and will be returned.

DENTAL ANESTHESIA ASSISTANT & RESTORATIVE FUNCTIONS: Hygienists authorized by permit (there are no fees attached to renewal of these permits) to perform the expanded duties of *dental anesthesia assistant* or *restorative functions* must renew the permit. You are required to obtain 2 hours of CE which pertains to the permit *but don't send it to the Board unless requested*. **A dental hygienist authorized to provide local anesthesia is not required to obtain CE for local anesthesia or to renew the permit.**

INACTIVE STATUS: While on inactive status, the licensee may not engage in the practice of dental hygiene in ND until the Board reinstates the license. The Inactive Status Application form cannot be submitted online. To print an Inactive Status form, go to www.nddentalboard.org, find the **Practitioners** tab, then go down to **Renewal All License/Registration** and click on the **Inactive License** link at the top of the page. Or you may contact the Board office for a form. **The application and \$35 check or money order payable to NDSBDE must be postmarked on or before December 31, 2019, to avoid the additional \$35 late fee.**

RANDOM CONTINUING EDUCATION AUDIT: You may be selected for a random audit of continuing education. Maintain proof of CE such as receipts, registration materials, certificates, or cancelled checks from the current and previous CE cycles.

License certificates will no longer be mailed out. You may print your certificate from the Board's website. You can make Name & Address Changes any time at the Board's website under the Practitioner tab and then under the Hygienist menu. Contact the Board office at info@nddentalboard.org or 701-258-8600, if you have any questions.