



North Dakota State Board of Dental Examiners
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2020-2021 Dentists Renewal Notice

All dentist 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 a CE audit. DO NOT submit continuing education with renewal. After renewal, a random sample of dentists 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 dentists must have 32 hours of CE completed in 2018-2019 or **have graduated from a dental 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 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 \$400 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 dentistry.
- After 12/31/2019, the online renewal portal is closed. Then 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:

- Go to www.nddentalboard.org. Click on the **Practitioner** tab, then go down to **Renewal All License/Registration** and click on **Online Renewal: Login** in the box that pops up 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.
- The online renewal portal will allow you to complete the renewal process online and pay with a credit or debit card.
- 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 Dentist 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 \$400 payable to NDSBDE**.
- Renewals postmarked after 12/31/2019, must pay the late fee of \$400, in addition to the \$400 renewal fee.
- Incomplete renewal forms cannot be processed and will be returned.

ANESTHESIA ENDORSEMENT: If you are renewing an anesthesia endorsement for general anesthesia or deep sedation, moderate sedation (parenteral or enteral), or minimal sedation, you may renew it online with your license or submit the Anesthesia Renewal form available on the website. The renewal fee for anesthesia endorsement is \$200. You must complete a minimum of 4 hours of CE related to anesthesia/sedation to renew the permit. **Do not send the CE to the Board unless requested for a CE audit.**

INACTIVE STATUS: While on inactive status, the licensee may not engage in the practice of dentistry 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.

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 mid-November. 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 Dentist menu. Contact the Board office at info@nddentalboard.org or 701-258-8600, if you have any questions.