

North Dakota State Board of Dental Examiners

PO Box 7246, Bismarck, ND 58507 • Phone 701-258-8600 • Fax 701-224-9824

Web www.nddentalboard.org • Email info@nddentalboard.org

Notice of RDA/QDA Registration Renewal

RDA/QDA registrations EXPIRE 12/31/2020. Renewal Requirements for Registered Dental Assistants:

- **All registrations must now be renewed online at www.nddentalboard.org.** It is unlawful to provide expanded duties without a valid registration. *It is your responsibility to make sure your registration is renewed. Once renewed, you will receive an email from the Board office. Certificates will not be mailed out, but can be printed from the Board's website.*
- **CE: Do NOT submit your continuing education to the Board office. The Board no longer requires CE to be sent to the Board. In the event of a CE audit, you will be required to submit copies of evidence of CE.** The Board randomly selects licensees to audit and will request verification of continuing education. All RDAs and QDAs must have 16 hours of CE **OR** have graduated or passed DANB within the last 2 years. The 16-hour total may include CPR or BLS, Infection Control, and the Ethics/Jurisprudence Exam requirements. *LIVE WEBINARS count as in-class hours as it allows for interaction between you and the presenter.* You can search on the internet for "Dental Live webinars" to find opportunities. **Of the 16 hours, no more than eight hours may be from self-study.** The Jurisprudence Examination may be taken online at www.nddentalboard.org. Go to the Practitioner's tab and then click on Jurisprudence Exam for CE. You may find more information on the Board's new CE Policy on the website. The Board recommends CE Zoom or CE Broker track continuing education hours. **CPR Requirements and Covid-19:** ND Governor has issued an [Executive Order 2020-20.1](https://www.nd.gov/governor/executive-orders/2020-20-1) which temporarily extends the suspension of in-person continuing education requirements for licensing renewals of health care personnel. *The Board encourages licensees to obtain renewal of CPR certification as it becomes available.*
- After 12/31/2020, the online renewal portal is closed. The paper renewal application, fee and late fee must be mailed to the Board. You will have until March 1, 2021, to renew your registration and avoid cancellation.
- Future renewal notices from the Board's office **will be sent by email only.** Therefore, it is important that the Board office has your current email address at all times. Name and information changes can now be made at the Board's website by clicking on **Practitioners**, scroll to **Assistant** and then scroll to **Name and Address Changes**.

Renew Online:

- **Renewing online is easier than ever as the Board no longer requires continuing education to be recorded.** Always maintain a record of your CE, including certificates of completion, canceled checks, or any other evidence of CE. Maintain evidence of CE from the current and previous renewal cycle.
- The following information is required for online renewal: Last name, RDA/QDA Registration Number, and the **last four digits** of your Social Security Number.
- Payment is made through US Bank. Credit or debit cards (*VISA, DISCOVER, MASTERCARD credit cards and VISA DEBIT cards*) are accepted.

Steps to Renewing Online:

- Go to www.nddentalboard.org. Online renewal works best on a desktop or laptop computer and in Google Chrome or Internet Explorer. Other electronics and browsers do not always work well the renewal.
- 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.
- If you have difficulty with login, renewing, or making your payment online, please contact the Board office.
- **When the Board accepts your renewal, typically done at least once a week, you will receive an email that your registration was renewed.**

Renewing by Mail:

- If access to a computer or internet access is not an option, you may contact the Board for a renewal form to be emailed to you. The renewal form and fee must be postmarked by 12/31/2020. Please be aware that there may be delays in renewing by paper form and check.
- The **check or money order for the renewal fee of \$100 must be payable to NDSBDE.**
- Renewals postmarked after 12/31/2021 must pay the late fee of \$100, in addition to the \$100 renewal fee.
- Incomplete renewal forms cannot be processed and will be returned.

NOTE: Once your renewal is approved, you will receive an email from the Board's office. **Certificates will no longer be mailed out.** You may print the certificate of registration at the Board's website. Registrants and employers can verify registration status (click on Verification & Roster tab) at the Board's website, www.nddentalboard.org.