

# North Dakota State Board of Dental Examiners

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Web [www.nddentalboard.org](http://www.nddentalboard.org) • Email [info@nddentalboard.org](mailto:info@nddentalboard.org)

## Notice of RDA/QDA Registration Renewal

**RDA/QDA registrations EXPIRE 12/31/2022.** Renewal Requirements for Registered Dental Assistants:

- **All registrations must now be renewed online at [www.nddentalboard.org](http://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.*
- **Renewal Fees: Dental assistant \$110 Late fee \$110, after 12/31/2022.**
- **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 at that time.** 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 includes 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 <https://www.nddentalboard.org/practitioners/jp/login.asp>. Additional CE information can be found in the [New CE Policy pamphlet](#). The Board recommends CE Zoom or CE Broker to track continuing education hours. **CPR Requirements and Covid-19:** The Executive Order from 2020 regarding CPR has expired. You may take an online CPR course, but it must have a hands-on component to be acceptable for the Board.
- **After 12/31/2022, 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, 2023, to renew your registration and avoid cancellation.
- **All renewal and license information notices are now being sent out by email.** 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, <https://www.nddentalboard.org/practitioners/Assistant/IDentAsstInfoChanges.asp>.

### 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. Online renewal CANNOT accept American Express.

### Steps to Renewing Online:

- Go to the Online Renewal page, <https://www.nddentalboard.org/practitioners/renewals/default.asp>. 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 with the renewal.
- **When the Board accepts your renewal, typically done at least once a week, you will receive an email that your registration was renewed. You may then print your certificate from the Board's website, <https://www.nddentalboard.org/practitioners/Assistant/PrintLicense.asp>. Certificates are no longer mailed out.**
- If you have difficulty with login, renewing, or making your payment online, please contact the Board office – [info@nddentalboard.org](mailto:info@nddentalboard.org) or 701-258-8600.

### Renewing by Mail:

- If you cannot renew online, you may complete the [2022 RDA RENEWAL](#) form. **DO NOT SEND THE PAPER FORM IF YOU RENEWED ONLINE!** Please be advised that the Board may completely discontinue paper forms next year and that online renewal will be the ONLY way to renew. **Note:** *You must send check or money order for the renewal fee of \$110 must be payable to NDSBDE. The Board cannot process credit card payments in the office. Do not call the Board office with your credit card number or write it on the renewal application form.* Please be aware that there may be delays in renewing by paper form and check. The renewal must be **postmarked on or before 12/31/2022 to avoid the late fee.**
- Renewals postmarked after 12/31/2022 must pay the late fee of \$110, in addition to the \$110 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 at the Board's website, [www.nddentalboard.org](http://www.nddentalboard.org), then click on Verification & Roster tab.