

# North Dakota State Board of Dental Examiners

PO Box 7246, 2900 E Broadway Ave Ste 3, Bismarck, ND 58507 • Phone 701-258-8600

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

## Notice of RDA/QDA/QDA-LRR/DAA Registration Renewal

**All RDA/QDA/QDA-LRR/DAA registrations EXPIRE 12/31/2024.** Renewal Requirements for All Dental Assistants:

- **All registrations may now be renewed online.** [Click here to renew your dental assistant registration!](#)
- If you do not submit your renewal application before January 1<sup>st</sup>, you cannot carry out the duties of your level of registration until you complete the late-renewal or reinstatement process described below. In that situation you can still perform the duties of an Unregistered Dental Assistant, and once you late-renew or are reinstated, you can again perform the duties of your level of registration.
- It is unlawful to provide expanded duties without a valid registration.
- **Even if you just were issued a registration, you still need to renew.**
- ***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.***
- **NEW Renewal Fees: Dental assistant \$120**
- **For renewal applications received after 12/31/2024, an additional \$120 late fee is assessed.**
- **Continuing Education: Do NOT submit your continuing education documents to the Board office with your renewal application.** Instead, the Board randomly selects registrants to audit for CE compliance, and only those selected for the audit need to submit verification of continuing education. CE rules may be found at NDAC 20-03-01-06. Please review those closely. In summary, though:
  - **RDA and QDA.** 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 or non-live sessions. The Jurisprudence Examination may be taken online at [Jurisprudence Examination - ND Dental Board](#).** Online CPR courses must have a hands-on component included to be acceptable for the Board.
  - **QDA-LRR.** QDA-Limited Radiology Registrants must complete at least two hours of infection control and a hands-on CPR course.
  - **DAA.** If your only registration with the Board is that of a Dental Anesthesia Assistant, you must complete at least two hours related to sedation or anesthesia and a hands-on CPR course.
- **After 12/31/2024, the online renewal portal is closed** and at that point renewal applications, along with the \$120 fee, and the \$120 late fee must be mailed to the Board. You will have until March 1, 2025, to late-renew your registration. Assistants that do not late-renew before March 1 may reapply for reinstatement.
- **All renewal and registration 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, [Name and Address Changes - ND Dental Board](#).
- **If you are not practicing and do not wish to renew, please email the Board office, [info@nddentalboard.org](mailto:info@nddentalboard.org).**

### 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 if selected for a random audit. Maintain evidence of CE from the current and previous renewal cycle.
- The following information is required for online renewal: Last name, your ND 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 - [Click here to renew your dental assistant registration!](#) Online renewal works best on a desktop or laptop computer and in Google Chrome or Microsoft Edge. Other electronics and browsers do not always work well with the renewal.
- **When the Board accepts your renewal application, 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, [Print Dental Assistant Certificate of Registration - ND Dental Board](#). 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 are unable to renew online, please contact the Board office for the paper renewal form. **Note: You must send check or money order for the renewal fee of \$120 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 12/31/2024 to avoid the late fee. DO NOT SEND THE PAPER FORM IF YOU RENEWED ONLINE!**
- Renewals postmarked after 12/31/2024 must pay both the standard registration fee of \$120 and also a late fee of and additional \$120.
- Incomplete renewal forms cannot be processed and will be returned.

### Expanded Duty [Permits Requiring Additional CE](#) – Dental assistants

**Dental Anesthesia Assistant Permit: 2 hours of related CE**

**Restorative Functions Permit: 2 hours of related CE**

*Endorsements* such as an endorsement for local anesthesia, nitrous oxide monitoring/administration or sealants *do not require renewal or require related continuing education.* DO NOT SUBMIT CONTINUING EDUCATION FOR ANESTHESIA PERMITS TO THE BOARD UNLESS SELECTED FOR A RANDOM CE AUDIT.

**Reinstatement:** If you do not late-renew before March 1<sup>st</sup> or you decide to let your registration expire and then one day wish to renew it, the requirements and application can be found at [Reinstatement of Dental Assistant Registration - ND Dental Board](#).

**NOTE:** Once your renewal (online or paper) 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.