



North Dakota State Board of Dental Examiners

PO Box 7246, Bismarck, ND 58502 ☎ Phone 701-258-8600

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

APPLICATION FOR DENTAL HYGIENE - LICENSE BY EXAMINATION NON-REFUNDABLE APPLICATION FEE \$250

REQUIREMENTS FOR LICENSURE

- ☐ **COMPLETED AND NOTARIZED APPLICATION** – All license applications must include all records required by law, including but not limited to transcripts, references, test scores, verifications of current licenses, and a signed photo taken within 6 months to the application (no staples please).

If you answered YES to questions pertaining to charges, crimes etc; the Board will require copy of evaluation and recommendations for treatment if any were issued; a copy of the criminal charges, reported offense and dates, police report and judgment and disposition of criminal complaint; disposition of the offense, final disposition, any orders or any actions pending. Please send your information directly to the Board as soon as you can. If you answered YES to a question regarding "ever being named as a defendant or respondent in any malpractice proceedings" please send a copy of your resolution documentation such as a default judgment, summary judgment, voluntary dismissal, involuntary dismissal, or settlement.

- ☐ **LICENSE FEE – LICENSE FEES ARE NON-REFUNDABLE** - If the fee is not submitted with the application the application will be returned. The NDSBDE will not return other items sent by the applicant such as references, or transcripts. If an applicant fails to complete all of the requirements for licensure within 12 months from the postmarked date the application and fee are no longer valid. Please read laws and rules regarding license requirements carefully, application fees are non-refundable.
- ☐ **MEMBER OR SPOUSE OF A MEMBER OF THE ARMED FORCES OF THE UNITED STATES OR A RESERVE COMPONENT OF THE ARMED FORCES OF THE UNITED STATES IN ACCORDANCE WITH MILITARY ORDERS OR STATIONED IN THIS STATE BEFORE A TEMPORARY ASSIGNMENT TO DUTIES OUTSIDE THIS STATE** – Upon request, the NDSBDE may issue a provisional license or temporary permit not to exceed two years and remains valid while the active military member or spouse is making progress toward satisfying the unmet licensure requirements. The applicant must demonstrate competency by standards as issued by the NDSBDE which must include demonstrating experience in the profession at least two of the four years preceding the date of application. Pursuant to NDCC 43- 51-11.1 the Board may require an applicant to submit to a statewide and national criminal history record check
- ☐ **CRIMINAL BACKGROUND CHECK** – Applicants are required to submit fingerprints and undergo a criminal background check. The appropriate forms may be obtained from a law enforcement agency or a fingerprinting service, or may be requested from the NDSBDE once you submit your application and application fee. Fingerprints may be completed by local law enforcement or fingerprinting service center which may take digital prints. Submit both fingerprint cards to the NDSBDE with your check or money order payable to the ND Office of the Attorney General. Results shall be received by the NDSBDE prior to the issuance of a license to practice. **FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI. THE NDSBDE PROVIDES THE APPLICANT THE OPPORTUNITY TO CHALLENGE THE ACCURACY OF, THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD. APPLICANTS ARE ADVISED THAT PROCEDURES FOR OBTAINING A CHANGE, CORRECTION, OR UPDATING OF AN FBI IDENTIFICATION RECORD ARE SET FORTH IN TITLE 28, C.F.R., § 16.34. GRANTING OF LICENSURE SHALL NOT BE BASED ON INFORMATION IN THE RECORD UNTIL THE APPLICANT HAS BEEN AFFORDED A REASONABLE TIME TO CORRECT OR COMPLETE THE RECORD, OR HAS DECLINED TO DO SO.**
- ☐ **DIPLOMA** – Submit an 8" x 11" photocopy.
- ☐ **OFFICIAL TRANSCRIPT** – Submit a FINAL, OFFICIAL transcript of dental hygiene education. This transcript must be sent directly to the NDSBDE office by the school and must show the date of graduation, the degree or certification earned, and

have the seal of the school. It is the applicant's responsibility to arrange to have the transcript mailed directly to the NDSBDE from the school. (Copies, transcripts that are not in English, unofficial student transcripts, or incomplete transcripts are not acceptable.)

- **NATIONAL BOARD RESULTS** - Provide evidence of successful completion of an examination administered by the Joint Commission on National Dental Examinations taken within two years of application. Contact, 211 E. Chicago Avenue, Ste 600, Chicago, Illinois 60611-2637, telephone (800) 232-1694, or website to request that an OFFICIAL REPORT of your National Board scores be sent directly to the NDSBDE office. Copies must be notarized.
- **CLINICAL EXAM RESULT** - Provide evidence of successful completion of a NDSBDE approved clinical manikin or live patient examination taken within two years of application. The NDSBDE accepts any dental hygiene clinical competency exam taken before September 17, 2009; or exams administered by CRDTS, CITA, ADEX or WREB. Copies must be notarized.
- **JURISPRUDENCE EXAMINATION** –All dental hygiene applicants are required to successfully complete the online jurisprudence exam. Once your application is received by the NDSBDE, you may take the online jurisprudence exam, and review documents as they are received by the Board. Go to www.nddentalboard.org, Practitioners tab; scroll down to Application Status, enter the information requested. The jurisprudence exam is on that page. The test will shut down after successfully answering a designated number of questions for a passing score. In preparation, see the Laws and Rules tab found on the Board's website.
- **PHYSICAL EXAMINATION** – Submit proof of recent physical on a *Confidential Professional Medical Reference* form provided by the NDSBDE. A physical health examination must be within the last 12 months and may be signed by a physician assistant or a nurse practitioner.
- **EYE EXAM** - Submit proof of recent eye examination on a *Confidential Professional Medical Reference* form provided by the NDSBDE. Eye examination must within the last 12 months.
- **VERIFICATION OF LICENSURE** – A license verification form from states and jurisdictions in which you currently hold a professional license must be submitted to the NDSBDE. Verification must confirm the license or registration and confirm that the license is in good standing, and reports any disciplinary actions. Verifications can be obtained directly from licensing boards or through online verification tools. Copies of licenses are not acceptable forms of verification.
- **PROOF OF CONTINUING EDUCATION** – Proof of CE is not required if the application is submitted within 24 months of the completion of the dental hygiene program.
- **LOCAL ANESTHESIA PERMIT APPLICATION** – Applicants intending to utilize the duty of local anesthesia must submit a permit application with the required documentation. A local anesthesia permit is not a requirement for licensure unless you intend to utilize the expanded duty.
- **NAME CHANGE DOCUMENTATION** – Submit the name/address change form and attach a copy of a certified document which indicates the reason for a name change.
- **CPR** – A photocopy of CPR or BLS certification within 24 months of application indicating expiration date. Online life support courses must contain a hands-on component.

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Application for Initial Dental Hygiene License

Application Fees are Non-refundable - \$240

OFFICE USE ONLY - Postmark Date: _____ Date Received _____ Amount _____ Check # _____

Once an application and application fees have been received by the NDSBDE, the applicant may access the Online Ethics and Jurisprudence Examination. Once the fingerprint cards are received, the Bureau of Criminal Investigation will conduct the background check. Their process may take several weeks. Failure to provide supporting documents or submit fingerprint cards in a timely manner may delay the licensing process. **Note:** The mailing and email address provided by the applicant are considered the address of record. It is the applicants' responsibility to maintain current contact information with the NDSBDE. Applications must be completed within twelve months of filing. **Application fees are non-refundable.**

License by Examination Fee \$240: Applicant has passed within 2 years of application, National Board and approved regional clinical exam. See Admin. Code 20-04-01-04.

BACKGROUND

Military Status: Are you are a member of OR a spouse of a member of the armed forces of the United States or a reserve component of the armed forces of the United States? YES NO
 (If yes, please provide proof of military/spouse status, and military orders identifying a North Dakota duty station)

Full Name (First, Middle, Last)	
Maiden Name or Other Names Used	
Name as you wish it to appear on license (must provide documentation of name change)	
Social Security Number	Date of Birth
Home Address	Home Phone Cell phone
City State	Zip Code + 4
Email Address	
Employer Name	Office Address
City State	Zip Code + 4
Office Phone Number	Office Fax Number
Employer #2	Office Address
City	State Zip
Phone	Fax

EDUCATION

Full Name of Dental Hygiene School	Location
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Degree (attach a notarized copy of diploma)	Date of Graduation	month/day/year		
Other Education	Location			
Degree (attach a notarized copy of diploma)	Date of Graduation	month/day/year		
EXAMINATIONS				
National Board Dental Hygiene Examination: Attach a notarized copy of National Board Certificate. Number of attempts _____	Date Completed			
Attach notarized copy of regional clinical licensure exam <input type="checkbox"/> Exam taken before 9/17/2009 <input type="checkbox"/> CDCA-WREB <input type="checkbox"/> CRDTS <input type="checkbox"/> CITA <input type="checkbox"/> ADEX Number of attempts _____	Date Completed			
Attach notarized copy of regional clinical licensure exam <input type="checkbox"/> Exam taken before 9/17/2009 <input type="checkbox"/> CDCA-WREB <input type="checkbox"/> CRDTS <input type="checkbox"/> CITA <input type="checkbox"/> ADEX Number of attempts _____	Date Completed			
Attach notarized copy of regional clinical licensure exam <input type="checkbox"/> Exam taken before 9/17/2009 <input type="checkbox"/> CDCA-WREB <input type="checkbox"/> CRDTS <input type="checkbox"/> CITA <input type="checkbox"/> ADEX Number of attempts _____	Date Completed			
PROFESSIONAL BACKGROUND – Use additional pages if necessary				
Have you been engaged in the clinical practice of dental hygiene preceding this application? If YES, list name and address of practice and inclusive dates of employment from the previous 3 years.			YES	NO
			Dates of employment	
			Dates of employment	
			Dates of employment	
List ALL jurisdictions in which you have at any time been licensed to practice dental hygiene				
Jurisdiction	Date Issued	Date Expired	License Number	
DISCLOSURE				
1. Has there been any investigation or disciplinary action taken against you by a dental hygiene school? If "YES", attach explanation.			YES	NO
2. Have you failed a licensing examination for any professional license?			YES	NO
3. Have you ever had an application for a professional license denied? If "YES", provide information on separate attachment.			YES	NO
4. Has any disciplinary action ever been instituted which could have affected or could now affect your license to practice in any state? If "YES", attach explanation.			YES	NO
5. Have you ever held a dental hygiene or dental license or certificate in another country?			YES	NO
6. Have you ever been subject to informal or formal proceedings by any licensing board, agency, or professional association to revoke, suspend, or limit a professional license? If "YES", attach documentation.			YES	NO
7. Has your license/registration or privileges to practice dental hygiene or dentistry ever been suspended, revoked or otherwise disciplined in any state or territory of the United States, or in any foreign country? If "YES", attach an explanation and provide copies of all judgments, decisions, and agreements?			YES	NO
8. Have you ever been charged or convicted, entered a plea of guilty, no contest, or a similar plea, or had a sentence deferred or suspended in any state or jurisdiction?			YES	NO



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Medical Evaluation of License Applicant

Dear Doctor, the North Dakota State Board of Dental Examiners is conducting a review of the professional credentials of an applicant for a license to practice dentistry or dental hygiene. One of the requirements for licensure is a statement by a licensed physician or nurse practitioner that the applicant has been examined within the last 12 months and found physically and mentally acceptable to engage safely in the practice of dentistry or dental hygiene.

Please document your professional assessment on the form below and send it directly to the NDSBDE address at your earliest convenience. The applicant's authorization for you to provide this information directly to the NDSBDE is provided below.

AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION AND MEDICAL EVALUATION

I _____, authorize the NDSBDE to review my medical, personal, and professional background so that my suitability to practice dentistry or dental hygiene in the State of North Dakota can be evaluated. I hereby give my permission to the NDSBDE to evaluate my clinical competence and suitability to practice by reviewing any aspect of my personal history, medical history, or any aspect of my history of professional practice which could in any way reflect on my suitability to practice dentistry or dental hygiene. I authorize any person or organization to provide any information to the NDSBDE which bears on my suitability to practice dentistry or dental hygiene. Further, I agree to hold harmless any person or organization providing such information to the NDSBDE. I understand and acknowledge that full disclosure of all material facts is required for the proper evaluation of my credentials. I understand that withholding significant information or facts constitutes grounds for not issuing a license or later revocation of any license which may have been issued base on incomplete, misleading or false information.

Signature of Applicant _____ Date _____

Address of Applicant _____

CONFIDENTIAL PROFESSIONAL REFERENCE AND MEDICAL EVALUATION

Applicant: _____

I have examined the above named applicant and find no medical or mental condition, which precludes the safe practice of dentistry or dental hygiene. My examination reveals that the examinee is not chemically dependent, nor do I find that the examinee has any physical or mental disabilities.

OR

I have examined the above named applicant and find the following conditions, which may have an impact on the applicant's ability to safely render health care to patients in the practice of dentistry or dental hygiene.

Comments:

Physician Name (print)

Physician signature

Address

Office phone



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Optometric Evaluation of License Applicant

Dear Doctor, the North Dakota State Board of Dental Examiners is conducting a review of the professional credentials of an applicant for a license to practice dentistry or dental hygiene. One of the requirements for licensure is a statement by a licensed optometrist or ophthalmologist that the applicant has been examined within the last 12 months and found physically acceptable to engage safely in the practice of dentistry or dental hygiene.

Please document your professional assessment on the form below and send it directly to the NDSBDE's address at your earliest convenience. The applicant's authorization for you to provide this information directly to the NDSBDE is provided below.

AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION AND MEDICAL EVALUATION

I _____, authorize the NDSBDE to review my medical, personal, and professional background so that my suitability to practice dentistry in the State of North Dakota can be evaluated. I hereby give my permission to the NDSBDE to evaluate my clinical competence and suitability to practice by reviewing any aspect of my personal history, medical history, or any aspect of my history of professional practice which could in any way reflect on my suitability to practice dentistry or dental hygiene. I authorize any person or organization to provide any information to the NDSBDE which bears on my suitability to practice dentistry or dental hygiene. Further, I agree to hold harmless any person or organization providing such information to the NDSBDE. I understand and acknowledge that full disclosure of all material facts is required for the proper evaluation of my credentials. I understand that withholding significant information or facts constitutes grounds for not issuing a license or later revocation of any license which may have been issued base on incomplete, misleading or false information.

Signature of Applicant _____ Date _____

Address of Applicant _____

CONFIDENTIAL PROFESSIONAL REFERENCE AND MEDICAL EVALUATION

Applicant: _____

I have examined the above named applicant and find the applicant's visual acuity is sufficient to permit the safe practice of dentistry or dental hygiene.

OR

I have examined the above named applicant and find the following conditions, which may have an impact on the applicant's ability to safely render health care to patients in the practice of dentistry or dental hygiene.

Comments:

Optometrist Name (print)

Optometrist Signature

Address

FINGERPRINT CRIMINAL RECORDS CHECK FOR DENTISTS AND DENTAL HYGIENISTS APPLYING FOR North Dakota Dental or Dental Hygiene License

DENTAL BOARD FINGERPRINT INFORMATION – Your application for a North Dakota dental or dental hygiene license is not complete until the application fee, and a completed application—including two completed, traditional ink fingerprint cards—are received by the NDSBDE. Delaying the fingerprinting process may delay your license.

A **North Dakota criminal history record check** is a search of confidential law enforcement databases, cross-referencing by the person’s name, date of birth, social security number and other specific identifiers (including fingerprints). The extensive cross-referencing ensures that the result relates only to that person, even if the person has used several names or there are other individuals with the same name. Pursuant to the North Dakota Century Code, only the ND Bureau of Criminal Investigation (BCI) can supply a Criminal History Record Check.

FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI. THE BOARD PROVIDES THE APPLICANT THE OPPORTUNITY TO CHALLENGE THE ACCURACY OF THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD. APPLICANTS ARE ADVISED THAT PROCEDURES FOR OBTAINING A CHANGE, CORRECTION, OR UPDATING OF AN FBI IDENTIFICATION RECORD ARE SET FORTH IN TITLE 28, C.F.R., § 16.34. GRANTING OF LICENSURE SHALL NOT BE BASED ON INFORMATION IN THE RECORD UNTIL THE APPLICANT HAS BEEN AFFORDED A REASONABLE TIME TO CORRECT OR COMPLETE THE RECORD, OR HAS DECLINED TO DO SO.

- Applicants may have their fingerprints rolled by a local Law Enforcement Agency or other Board approved agent. Be prepared to pay a fee for having the fingerprint card executed. The fingerprints must be taken by an appropriately trained official. The fingerprint card must be signed by the official in the appropriate block.
- Additional fingerprint cards are available from the NDSBDE upon request.
- Ensure that fingerprint cards are completely filled out. Required information includes: Full name, social security number, date of birth, home address, sex, height, weight, hair color, eye color, place of birth etc.
- **“Reason Fingerprinted”** should specify the type of license you are applying for (Dental or Dental Hygiene Licensure)
- Please be advised that if your fingerprint cards are rejected, you will be notified and processing of your application may be delayed. Do not attempt to take your own fingerprints. They will be rejected.
- Mail the fully completed card, along with the fee as instructed on the card to:
NDSBDE, PO Box 7246, Bismarck, ND 58507-7246.

FAILURE TO DISCLOSE CRIMINAL HISTORY

Before you submit any application, please be aware that failure to disclose disciplinary actions, convictions, arrests or charges is grounds for denial or revocation of license. There are no exceptions under which omission of this information in the application or renewal process is deemed acceptable. It should be noted that such information does not automatically disallow licensure. However, disqualification may occur by failing to answer all questions honestly. Read each question on your application carefully.

Examples of past unacceptable explanations provided in “failure to report” incidents to the Board include: I didn’t think I had to mention the DUI because I paid all of the fines.

- I didn’t think the disciplinary action, arrest, charge, or conviction was still on my record and I was told it was expunged.
- My attorney told me I didn’t have to disclose the criminal conduct or disciplinary actions.
- I didn’t think the prior conduct had anything to do with the profession.
- I didn’t think it was subject to disclosure because I received a deferred sentence/judgment.
- I didn’t read the question carefully enough.

New license applications and license renewal applications contain questions related to disciplinary actions, illegal or errant behavior and criminal conduct. After receiving a professional license, all license holders continue to be subject to reporting requirements regarding any disciplinary actions, charges or convictions, regardless of in what state they might occur. Please review [NDCC § 43-28-18.1. Duty to Report.](#)

VERIFICATION OF DENTAL/DENTAL HYGIENE LICENSE

Please forward one form to each state dental/dental hygiene board where you hold a dental/dental hygiene license. Some states require a fee, paid in advance, for providing this information.

I am making application for licensure in North Dakota by:

- | | |
|-----------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Examination for Dental License | <input type="checkbox"/> Credentials for Dental License |
| <input type="checkbox"/> Examination for Dental Hygiene License | <input type="checkbox"/> Credentials for Dental Hygiene License |
| <input type="checkbox"/> Reinstatement of ND License | <input type="checkbox"/> Temporary License |

The North Dakota State Board of Dental Examiners requests that I submit evidence that my license is in good standing. You are hereby authorized to release any information in your files, favorable or otherwise directly to:

**ATTN: Executive Director
North Dakota Board of Dental Examiners
PO Box 7246
Bismarck, ND 58507-7246**

Applicant's Typed/Printed Name	Applicant's Signature		
Applicant's Address	City	State	Zip+4

Executive Officer of State Board: Please return this form DIRECTLY to the Executive Director, North Dakota Board of Dental Examiners.

State of _____ Name of Licensee _____
License # _____ Issue Date _____

By Reciprocity Examination Credential/Endorsement

License is: Current and Expires on _____ Active Inactive Lapsed-Expired ____/____/____

Has applicant's license ever been disciplined, suspended or revoked NO YES

If yes, give details and attach supporting documentation (Finding of Fact, Conclusions of Law, Orders): _____

Comments: _____

Signature _____

Title _____

Date ____/____/____

SEAL



North Dakota State Board of Dental Examiners

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Application and Instructions for RDH Local Anesthesia Permit

OFFICE USE ONLY - Postmark Date: _____ Date Received _____ Amount _____ Check # _____

A licensed dental hygienist may apply for a permit to administer local anesthesia to a patient under the direct supervision of a dentist as set forth by rule. Qualified applicants must successfully complete an NDSBDE approved course within 24 months of application or provide a written statement from the dentist who directly supervised the applicant attesting to experience in administering local anesthesia within the previous three years and provides evidence of an NDSBDE approved course. See Administrative Rule 20-04-01-03.

TYPE OR PRINT LEGIBLY. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.	
Full Name (First, Middle, Last)	ND License Number
Address	Cell Phone
City State Zip	
Work Address	
City State Zip	
Email	Home Phone
LOCAL ANESTHESIA COURSE INFORMATION	
Name of Anesthesia Training Program	
Location of Local Anesthesia Course	
Name of Instructor/Program presenter	Date of Last CPR course
Number of CE credits or college credits	Date Program Completed
<input type="checkbox"/> I certify that I have successfully completed within the last 24 months a didactic and clinical course in local anesthesia, sponsored by a dental or dental hygiene program accredited by the Commission on Dental Accreditation. I submit notarized proof of this course. Applicant Signature:	
OR	
<input type="checkbox"/> I certify that I have been permitted to administer local anesthesia in another jurisdiction and have continually administered local anesthesia during the past three years and I submit a notarized letter from a licensed dentist to confirm continuous use of local anesthetic and in addition I submit a notarized copy of proof of successful completion of a board approved local anesthesia course. Applicant Signature:	
Print name of dentist attesting to continuous use of local anesthesia:	Office Phone
Work Address	
City State Zip	

Submit with this form:

1. **Notarized copy of anesthesia course certificate of completion
OR notarized copy of dental hygiene transcript with LA course recorded;**
2. **Letter from licensed dentist if required;**
3. **Affidavit of a True Copy**

Note: When a notary makes an attested copy of a document, he/she is not guaranteeing the authenticity of the original document, its contents, or its effects. The notary is simply stating that the document photocopy is a "true" and complete copy of the original document that was presented. The notary's certification is made in a notarial certificate worded expressly for this purpose.

AFFIDAVIT OF A TRUE COPY

State of _____

County of _____

On this _____ day of _____, 20____, I certify that the preceding or attached document is a true, exact, complete and unaltered photocopy made from the original document (_____ description of document), presented to me by _____ (name of custodian) and that, to the best of my knowledge, the photocopied document is neither a public record nor a publicly recorded document.

[SEAL]

Signature of Notary Public

Printed Name of Notary Public

This space for office use only.