

North Dakota Board of Dental Examiners

PO Box 7246, Bismarck, ND 58507-7246 • Phone 701-258-8600 • Fax 701-224-9824 Web www.nddentalboard.org • Email info@nddentalboard.org

APPLICATION FOR LICENSE BY CREDENTIAL REVIEW

Instructions/Check list				
DDS nonrefundable fee: \$1420	RDH nonrefundable fee: \$535			

COMPLETED AND NOTORIZED APPLICATION - All license applications must be received in the Board office 30 days prior to the next Board meeting (See NDCC § 43-28-11). However, transcripts, test scores, verifications and other documents may still be received by the Board after the 30-day deadline. To receive notice that your application has been delivered to the board, it is suggested that the application be mailed by "Certified Mail-Return Receipt Requested" or with "Delivery Confirmation". Attach recent signed photo to application. If you answered "yes" to any question that requires an explanation, submit type written copy only.
LICENSE FEES ARE NONREFUNDABLE - If the fee is not submitted with the application the application will be returned. The Board 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to complete all of the requirements for licensure within 6 months from the postmarked date the application and fee are no longer valid [See Section 20-02-01-03.3].
CRIMINAL BACKGROUND CHECK — Applicants are required to submit fingerprints and undergo a criminal background check. The appropriate forms will be sent to the applicant upon receipt of application and application fee. Return the fingerprint forms which may be completed by local law enforcement or fingerprinting service center which may take digital prints. Submit both fingerprint cards to the NDBDE with your check or money order payable to the ND Attorney General. The process may take up to ten days. Results shall be received by the Board prior to the issuance of a license to practice. Check with local law enforcement for scheduling.
NATIONAL PRACTITIONER DATA BANK – Submit a personal query from the National Practitioner Data Bank. https://www.npdb.hrsa.gov/ext/servlet/SQStartInitialServlet .
DIPLOMA – submit an 8" x 11" copy.
OFFICIAL TRANSCRIPT – Submit a FINAL, OFFICIAL transcript of dental/dental hygiene education. This transcript must be sent to the ND Board office by the school and must show the date of graduation, the degree earned, and have the seal of the school. It is the applicant's responsibility to arrange to have the transcript mailed directly to the board office from the school. (Copies, student transcripts or incomplete transcripts are not acceptable.)
NATIONAL BOARD RESULTS - Provide a <i>notarized</i> copy of successful National Board results. Alternatively, you may contact the ADA to order your National Board Score Report and request that it be sent directly to the NDBDE. To order your report, go to www.ada.org , click EDUCATION/CAREERS, click DENTPIN. From here, you can register or retrieve your DENTPIN#. Once you have a DENTPIN# and your password, scroll down to the bottom of the DENTPIN page and click Send Official Score/Result Reports to see the listing of available reports. Dentists will need to choose "National Board Dental Exam (NBDE Part1/Part II)". Hygienists will need to choose "National Board Dental Hygiene Exam (NBDHE)". Bypass the state dropdown and have your scores emailed directly to: info@nddentalboard.org . If you have any questions while attempting to order your score report, please contact the ADA directly at 800-232-1694.
CLINICAL EXAM RESULT - Provide evidence of having passed a Board approved clinical examination given by a regional testing service. The Board accepts all dental regional clinical exams and most dental hygiene regional clinical board exams. If the applicant has not taken a board approved clinical exam, the onus falls on the applicant to provide evidence that the clinical examination is substantially equivalent to the clinical exams accepted by the Board [see ND Administrative Code 20-02-01-03.1 for dentist or for dental hygienists, ND Administrative Code 20-04-01-05].
JURISPRUDENCE EXAMINATION – The ND jurisprudence exam is offered at some dental hygiene programs to dental hygiene graduates. Once the application and application fee are received by the Board's office, an applicant may take the open book online JP exam. A fee is not required to take the exam. Two hours of CE are awarded upon successful completion of the online exam.

the Board. 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 <i>Confidential Professional Medical Reference</i> form provided by the Board. Eye examination must within the last 12 months.
VERIFICATION OF LICENSURE – The applicant has delivered to the NDSBDE a certificate from the examining board or licensing board of every jurisdiction in which the individual is licensed to practice, certifying that the individual is a licensed and registered dental hygienist in good standing in that jurisdiction.
PROOF OF CONTINUING EDUCATION – Proof of CE is not required if the application is submitted within 24 months of the completion of the dental program or specialty program. <i>After</i> 24 months of the completion of a dental program or specialty program, a dentist must provide evidence of thirty-two hours of continuing education in accordance with Section 20-02-01-06 taken within 2 years of application. A hygienist must provide evidence of sixteen hours of continuing education in accordance with Section 20-02-01-06 taken within 2 years of application.
PROOF OF NITROUS OXIDE INHALATION COURSE – The Board may issue a permit authorizing the administration of nitrous oxide inhalation to a dentist or dental hygienist or registered dental assistant if requirements are met. See ND 20-02-01-05(1). In the absence of documentation of classroom training, the practitioner must provide proof acceptable to the Board that demonstrates three years of practical experience in the use of nitrous oxide. A dentist or hygienist must have Basic Life Support certification to administer nitrous oxide inhalation analgesia.
MODERATE SEDATION, DEEP SEDATION AND GENERAL ANESTHESIA REQUIREMENT — An application, application fee, and documentation for a permit to administer anesthesia or sedation may be submitted at the time of initial licensure or a later date. The application is not a requirement of licensure unless you intend to provide sedation/anesthesia services and if the intent is beyond minimal sedation.
NOTARIZED AFFIDAVIT FOR PROOF OF CLINICAL PRACTICE and EMPLOYMENT - DENTIST - License by Credential applicants must submit proof that for at least <u>five years</u> immediately preceding application, applicant has been in good standing and has been actively practicing dentistry in another jurisdiction where the requirements are at least substantially equivalent to those of this state. DENTAL HYGIENIST License by Credential applicants must submit proof that for at least <u>three years</u> immediately preceding application applicant has been licensed in good standing and has been actively practicing dental hygiene in another jurisdiction where the requirements are at least substantially equivalent to those of this state. Licensee must provide employment verification. Copies of W-2 acceptable.
NAME CHANGE DOCUMENTATION – Submit a copy of a certified document which indicates the reason for a name change.
C P R – A photocopy of CPR certification within 24 months of application indicating expiration date. Online CPR courses must have a "hands-on" component.
MAILING ADDRESS – During the application process the Board will send all correspondence to the current email address or home address.



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Application for License by Credential

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

North Dakota Century Code § 43-28-11 provided postmarked 30 days prior to the next meeting references, test scores, verifications and other print clearly. It is the responsibility of the algorithm as been submitted, the applicant The process may take several weeks. Failure to timely manner may delay licensure. Note: The of record. It is the applicants' responsibility to must be completed within six months of filing. As	of the items i pplican will recto proves mailing mainta	Board. However, may be submitted to submit all ceive information ide supporting defand email addressin current contact.	supporting d after the required s regarding ocuments ess provide et informat	g documents so 30 day deadl upporting doon the criminal or submit find d will be constion with the E	such as transcripts, line. Please type or cuments. Once an background check. gerprint cards in a sidered the address	
BACKGROUND						
Full Name (First, Middle, Last)						
Maiden Name or Other Names Used	Name a	s you wish it to app	ear on cert	ificate of license	9	
Social Security Number	Date of Birth Gender					
Home Address						
City Sta	ite		Zip Code +	- 4		
Email Address			DEA numb	per(s) issued		
Employer Name		Office Address				
City Sta	ate		Zip Code +	- 4		
Office Phone Number		Mobile phone nu	mber where	e you can best b	e reached	
Military Status: Are you are a member of OR a spouse of a		er of the armed forces	of the Unite	ed States or a rese	erve component of the	
armed forces of the United States? YES NO (If yes, please provide proof of military/spouse status, such	D <mark>□</mark> h as milit	ary orders or current	: base ID)			
DENTAL EDUCATION		-	-			
Full Name of Dental or Dental Hygiene School						
Degree granted (attach notarized copy of diploma)			Date of 0	Date of Graduation month/day/year		
Name of Post-Graduate Dental Institution						
Specialty			Enrollm	Enrollment Dates:		
EXAMINATION HISTORY			1			
National Board Examination Part I				Date Completed	d	
National Board Examination Part II						

Dent	Dental Hygiene National Board Examination			Dates Completed			
Attac	h notarized copy of regional clinical	board examinations:					
	FESSIONAL BACKGROUND -			I.			
	you been engaged in the active clin ice and inclusive date of employme	•			? If YES, PRINT name a NO	and add	ress of
			<u></u>		Dates of employm	ent	
					Dates of employme	ent	
Dates of employme							
					Dates of employme	ent	
List	ALL jurisdictions in which you have	ever held a profession	nal license at any time.				
Juris	diction	Date Issued	Date Expired	Lice	ense Number		
DISC 1.	CLOSURE Has there been any investigation of	or disciplinary action to	kon against you by a de	ontal	school modical		
1.	residency or internship program?			ciitai	scriooi, medicai	YES	NO
2.	Have you failed a licensing examin	ation for <i>any</i> profession	onal license?			YES	NO
3. Has any action ever been taken against hospital or clinical privileges such as a suspension, revocation or any other action? If YES, attach explanation.				sion, revocation or	YES	NO	
4. Have you ever had an application for a professional license denied? If YES, provide information on separate attachment.					YES	NO	
5. 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.				ow affect your	YES	NO	
6.	Have you ever held a dental or der			ountry	y?	YES	NO
7.	Have you ever been subject to inf professional association to revoke If YES, attach explanation.	-		board	d, agency, or	YES	NO
8.	Has your license/registration or otherwise disciplined in any state please attach an explanation and	or territory of the Ur	nited States, or in any f	oreig	n country? If "yes",	YES	NO
9.	Have you <i>ever</i> been charged or co sentence deferred or suspended i			or a si	milar plea, or had a	YES	NO

10. Have you ever been found in any civil, administrative or criminal proceeding to have:a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes?	YES	No
b. Been <i>cited</i> for operating a motor vehicle while under the influence of drugs or alcohol?	YES	No
c. Diverted controlled substances or legend drugs?	YES	No
d. Violated any drug law?	YES	No
e. Prescribed controlled substances for yourself?	YES	No
NOTE: If you answered "yes" to the above questions you must send documentation such as certified condocuments related to your criminal history with your application. If you do not provide the documents, you incomplete. Documentation may also include copy of evaluation and recommendations for treatment if ar copy of the criminal charges, reported offense, police report and judgment and disposition of criminal composition, any orders or any actions pending.	our appli ny were i	ication is issued; a
11. Are you now subject to criminal prosecution or pending charges of a crime, felony or misdemeanor in any state or jurisdiction?	YES	No
12. Do you have criminal charges pending or are you now or have you ever been charged or convicted of any crime, felony or misdemeanor?	YES	No
NOTE: If you answer "yes" to question (11) or (12), you must explain the nature of the prosecution and/or ch You must include the jurisdiction that is investigating and/or prosecuting the charges. This includes any city, state, federal or tribal jurisdiction. If charging documents have been filed with a court, you must provide certi of those documents.	county,	es
13. Do you have, or have you ever had any serious physical or mental illness? If YES please attach explanation.	YES	No
14. Are you presently engaged in or have you or have you ever been engaged in the excessive use, abuse, addiction to or dependency upon any controlled substance, habit-forming substance or a alcohol? If YES attach documentation including copy of evaluation and recommendations for treatment if any were issued; a copy of the criminal charges, reported offense, police report and judgment and disposition of criminal complaint; disposition of the offense, final disposition, any orders or any actions pending.	YES	NO
15. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence or malpractice in connection with the practice of a health care profession? If YES, attach explanation.	YES	NO
16. Have you ever had any malpractice judgment, malpractice settlement, or governmental/private agency disciplinary order issued against you or is there any complaint, malpractice claim, or disciplinary action now pending against you?	YES	NO
17. Submit a Medical Evaluation and Authorization form completed by a licensed physician or nurse practitio that you are physically and mentally able to perform the functions of the license you seek and that there medical considerations in your health history that might pose a threat to the patients you treat.		sting
18. Submit a Medical Professional Reference form and authorization to a licensed optometrist or ophthalmo verifying your visual acuity is sufficient for the license you seek.	logist	
Nitrous Oxide Inhalation Analgesia: Documentation must be provided that verifies completion of twelve hours continuing education dealing specifically with the use of nitrous oxide inhalation analgesia. Applicants who completed a training course within the accredited program must show proof of nitrous oxide training. Docu include class syllabus, course outline or certificate/letter verifying training from the college instructor. Attact documentation. [See NDAC § 20-02-01-05(1)]. If the course was completed more than thirteen months before and applicant has legally administered nitrous oxide inhalation analgesia for a period during the three years application, the applicant must provide written documentation from a dentist that has employed the applicatement attesting to the current clinical proficiency of the applicant to administer nitrous oxide inhalation	have suco imentation h any supore applion precedire cant or a	cessfully on may oporting cation,
Name and location of course Month/	Year	

	State of)	
	ss.) County of)	
iste Photograph taken ithin the last 6 months ere		
photocopy of rrent drivers license.		
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our name on the photo	and organizations whether public or private, are authorize the North Dakota Board of Dental Examiners all informations records requested in connection with this application. APPLICANT'S SIGNATURE (Sign before a Notary Public) Sworn to before me this	ed to remation,



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The North Dakota State Board of Dental Examiners CE Reporting Form

Submit this form with printed documentation of continuing education. Continuing education must be directly related to the clinical practice of dentistry, dental hygiene, or dental assisting. Applicants must provide evidence of 2 hours of infection control CE and CPR certification within the previous 24 months. Use this form to list continuing education completed within the previous 24 months of application and attach supporting documents of completed CE (webinar courses must indicate 'webinar' on the certificate). If you have graduated from an accredited program within the previous 24 months of application submit proof of current CPR only. CPR courses must have a "hands on" component.

Continu	ing Education Requirement
Professional	Hours required
Dentist	32 Total hours: 16 hours may be online self study, the remainder may be webinars or classroom style learning.
Dental Hygienist	16 Total hours: 8 hours may be online self study, the remainder may be webinars or classroom style learning.
Registered or Qualified Dental Assistant	16 Total hours: 8 hours may be online self study, the remainder may be webinars or classroom style learning.

Name (print):		DDS/DMD 🗆	RDH	□ RDA/QDA □
Date of Course	Title of Course	Description of Course	CE Hours	Location of Course
				Online



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Medical Evaluation of License Applicant

Dear Doctor, The North Dakota Board of Dental Examiners (NDBDE) is conducting a review of the professional credentials of an applicant for a license to practice dentistry or dental hygiene in the State of North Dakota. 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 Board's address at your earliest convenience. The applicant's authorization for you to provide this information directly to the North Dakota Board of Dental Examiners is provided below.

AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION AND MEDICAL EVALUATION
I
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 Board of Dental Examiners (NDBDE) is conducting a review of the professional credentials of an applicant for a license to practice dentistry or dental hygiene in the State of North Dakota. 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 Board's address at your earliest convenience. The applicant's authorization for you to provide this information directly to the North Dakota Board of Dental Examiners is provided below.

AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION AND MEDICAL EVALUATION
authorize the NDBDE 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 NDBDE to evaluate my clinical competence and suitability to practice by reviewing any aspect of my personal history, medical history, o any aspect of my history of professional practice which could in any way reflect on my suitability to practice dentistry or dental hygiene. authorize any person or organization to provide any information to the NDBDE 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 NDBDE. 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
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 Office phone

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

DENTAL BOARD FINGERPRINT INFORMATION

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.

Once your application for ND dental or dental hygiene license and license fee have been received by the North Dakota Board of Dental Examiners, two traditional ink fingerprint cards and instructions are mailed to the applicant. Delaying the fingerprinting process may delay your license.

- 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 Dental Board 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 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 your fee as instructed on the card to: NDBDE, 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:

- O 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.
- O I didn't think the prior conduct had anything to do with the profession.
- O 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.

NOTARIZED AFFIDAVIT FOR PROOF OF CLINICAL PRACTICE Applicant: This Affidavit MUST NOT be completed by the applicant, any person who is an employee or relative of the applicant, or an entity who currently has a fee for service relationship with the applicant. Please print legibly or type. , the undersigned, do of my own personal knowledge make the following statements and declare them to be true. That: 1. My profession is _____, the applicant, for the last _____ years. 2. I have known 3. I am not a relative or an employee of the applicant, nor am I an entity who currently has a fee for service relationship with the applicant. 4. I have knowledge of the applicant's active clinical dental practice during the last five (5) years, and his/her current clinical competency, OR: I have knowledge of the applicant's active clinical <u>dental hygiene</u> practice during the last three (3) years, and his/her current clinical competency, because; 5. The following address and phone number is the most current and valid for me to be reached for further verification of any information relating to this affidavit: Address State Zip City Phone Ext. Signed by my own hand and sworn to on this SUBSCRIBED AND SWORN to before me this _____day of _____20_ the _____ day of ______ 20 Signature of Affiant **Notary** My Commission Expires ____/___/20_____ INCOMPLETE AFFIDAVITS OR AFFIDAVITS NOT NOTARIZED CANNOT BE ACCEPTED. DO NOT RETURN COMPLETED FORM TO APPLICANT. MAIL COMPLETED, NOTARIZED FORM TO:

NDBDE PO BOX 7246 BISMARCK, ND 58507-7246

VERIFICATION OF DENTAL or DENTAL HYGIENE LICENSE

Please forward one form to each state dental/dental hygiene licensing board where you hold a dental/dental hygiene license. Some states require a fee, paid in advance, for providing this information. Other states forms are accepted. I am making application for licensure in North Dakota by: [] Credentials for Dental License [] Examination for Dental License [] Examination for Dental Hygiene License [] Credentials for Dental Hygiene License [] Reinstatement of ND License [] Temporary License The North Dakota 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 State Applicant's Address 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 # Issued \square Reciprocity \square Examination \square 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:____ Date _____/____/ **SEAL**

Revised 11/01/2024