



APPLICATION FOR DENTAL/PROVISIONAL LICENSURE



MATERIALS TO BE SUBMITTED (Please Retain Sheet for Your Records)

*The Board prefers that the materials listed below be submitted with your application; however, if needed, you may have the materials sent directly to the Board office by another source. It is not the Board's responsibility to ensure that all items are received and that your application is complete. It is recommended that you have items sent certified mail return receipt. **A COMPLETED APPLICATION, LICENSE FEE AND ALL REQUIRED MATERIALS MUST BE RECEIVED IN THE BOARD OFFICE PRIOR TO ISSUANCE OF A LICENSE.***

It is your responsibility to review applicable statutes and rules to determine whether you are eligible to apply for this type of licensure!

- 1) Completed application – (Incomplete applications WILL BE RETURNED)
- 2) License fee – \$395.00 Provisional Fee - \$100.00 (This fee is to be paid ONLY if you are getting a temporary provisional license)
CHECK OR MONEY ORDER ONLY (Payable to: NC State Board of Dental Examiners)
THIS FEE IS NON-REFUNDABLE!! The license fee is nonrefundable and nontransferable and shall not be returned to you under any circumstances. This means that even if your application is denied, or you are offered a Consent Order by the Board, or you petition the Board for a formal hearing, the license fee will not be refunded.
"If your check is not paid on presentment or is dishonored, you agree to pay the amount allowed by state law. We may electronically debit or draft your account for this charge. Also, if your check is returned for insufficient or uncollected funds, your check may be electronically re-presented for payment."
- 3) Dental National Board Scores: A passing score is required before you will be issued a North Carolina license. **Photocopies are NOT acceptable.** We can access scores electronically; please supply date and location taken. Please note! You must request scores be sent in order for them to be uploaded for our access. National Board office: (312) 440-2678 or <http://www.ada.org/en/jcnde/examinations>
- 4) Transcripts from all undergraduate colleges attended (photocopies are acceptable).
- 5) An official transcript from your dental school must accompany this application in a sealed school envelope or sent directly from the School's Registrar's office. The transcripts must contain the date of graduation and the degree received. **DO NOT SEND INCOMPLETE TRANSCRIPTS!!**
- 6) One passport-size photographs (2" X 2") glued to the application form. The photograph must fit the square on the application!!
- 7) If you are or have ever been licensed in a health care related field (dentistry, dental hygiene, nursing, etc.) in another state or jurisdiction, you must have the enclosed Certificate of Licensure form completed by the licensing Board of each state or jurisdiction. This form must be received in a sealed envelope with your application or sent directly to the Board office. **(Copies of your license or renewal certificates are NOT acceptable.)**
- 8) Applicants licensed to practice dentistry in another state/jurisdiction must submit a National Practitioner & HIPPA Data Bank Report. Please contact the National Practitioner Data Bank at www.npdb-hipdb.hrsa.gov or 1-800-767-6732. When you receive the report, please forward to the Board office unopened. We will accept a hard copy or an electronic copy of the report.
- 9) A signed release form, completed Fingerprint Record Card, and other such form(s) required to perform a criminal history check at the time of application. Instate applicants take attached forms to local law enforcement for LiveScan. Out of state applicants email your mailing address to info@ncdentalboard.org to have card and forms mailed to you; do not use attached forms.
- 10) A letter from a supervising dentist. (Required for a provisional license only)

Please contact the Board office if you have any questions regarding this application.

Address: 2000 Perimeter Park Dr., Suite 160, Morrisville, NC 27560 • **E-mail Address:** info@ncdentalboard.org
Web Address: www.ncdentalboard.org • **Phone Number:** (919) 678-8223 • **Fax Number:** (919) 678-8472

****Please note that once your application is received by the Board office, the process takes at least 90 days. Applications must be completed within 1 year or the application becomes void and the process must begin again.****

Procedure for Fingerprinting

In-State applicants use LiveScan

1. Applicant fills out the Electronic Fingerprint Submission Release of Information Form, signs and dates it. The authorized official at the non-criminal justice agency signs and dates the form, then prints the name, address and phone number. Photo identification must be checked.
2. Applicant takes the form to the law enforcement agency.
3. The law enforcement agency reviews the form and checks for a photo identification.
4. The law enforcement agency rolls the prints and enters the information from the form. The fingerprint data is electronically transmitted to the SBI.
5. Applicant returns the form with their application to the authorized official at their agency.

You must call your local law enforcement to determine the participating LiveScan location. Any questions regarding LiveScan may be directed to:

Yvonne Matthews, y Matthews@ncdoj.gov, 919.662.4509 Ext 6300

Cindy Coats, c coats@ncdoj.gov, 919.662.4509 Ext 6366

Monica Parker, m lparker@ncdoj.gov, 919.662.4509 Ext 6397

Out-of-State applicants must email their mailing address to info@ncdentalboard.org so that we can mail the appropriate fingerprint card/release forms. Take the card to your local law enforcement agency and follow the instructions for fingerprinting. Completed fingerprint card AND release forms must accompany your application for licensure.

NORTH CAROLINA STATE BOARD OF DENTAL EXAMINERS

A photograph of you, not less than 2x2 taken not more than six months prior to the date of application, must be securely glued (NOT STAPLED) to this space and must NOT be larger than the space provided. A passport photograph is acceptable.

**APPLICATION FOR
DENTAL/PROVISIONAL LICENSURE**

PLEASE TYPE OR PRINT LEGIBLY

Each question must be answered fully, truthfully and accurately. All supporting data requested must accompany this application. If the space for any answer is insufficient, you must complete your answer on a rider signed by you, specifying the number of the question to which it relates and enclosing it with this application. **DO NOT SEPARATE THIS FORM AND DO NOT STAPLE ENCLOSURES TO THIS APPLICATION !**

It is the responsibility of each applicant to review applicable statutes and rules to determine eligibility for licensure prior to applying for a North Carolina Dental or Provisional license. Statutes and rules are available on the Board’s website or by calling (919) 678.8223.

I am making application for a license based on the clinical examination held _____, a legal requirement to determine my qualifications to practice dentistry in the State of North Carolina.

1. _____
 (First Name in Full) (Middle/Maiden) (Last Name in Full)

 (Present Street Address) (City) (State) (Zip) (County)

 (Permanent Street Address) (City) (State) (Zip) (County)
2. Preferred mailing address for **ALL** information: ___ Present ___ Permanent
3. Telephone number (day): () _____ Email address: _____
4. Age: _____ Date of Birth: ____/____/____ Place of Birth: _____
5. Are you a citizen of the United States of America? ___ Yes ___ No
6. Social Security Number: _____-_____-_____
7. Are you (check one): ___ Single ___ Married ___ Divorced
8. Have you ever been known by another name? ___ Yes ___ No
 If yes, state in full every other name by which you have been known: (If change was made by a Court

order, enclose a certified copy of such order) _____

9. Please list all resident addresses for the past 10 years (Attach a separate sheet if necessary):

CITY	STATE	DATES RESIDED

10. Name two individuals who will always know your address:

Name: _____ Name: _____

Address: _____ Address: _____

Phone:() _____ Phone:() _____

11. Have you ever filed for bankruptcy? ____ Yes ____ No

If yes, please explain: (Attach a separate sheet if necessary): _____

12. Please list any current and past drivers' licenses you have maintained:

(DL#, if known) _____ (State) _____ (Dates Maintained) _____

(DL#, if known) _____ (State) _____ (Dates Maintained) _____

13. a) Have you previously applied for the dental examination given by North Carolina?

____ Yes ____ No If yes, give date(s): _____

b) Have you previously applied for any dental permit or provisional license in North Carolina?

____ Yes ____ No If yes, please provide date(s) and type: _____

c) Have you failed an examination given by North Carolina or another Board? ____ Yes ____ No

If yes, please give Board(s) and date(s): _____

d) Have you ever been refused any examination given by North Carolina or another Board?

____ Yes ____ No If yes, give Board(s) and date(s): _____

e) Have you taken the Dental National Board Examination? ____ Yes ____ No ____ Pending

If yes or pending, please list date(s): _____

f) Have you ever failed the National Board Examination: ____ Yes ____ No

If yes, please list date(s): _____

g) Have you ever taken the CITA Examination: ____ Yes ____ No ____ Pending

If yes or pending, please list date for each portion: Part I (if applicable): _____

Part II: _____ Part III: _____ Part IV: _____ Part V: _____

h) Have you ever failed a portion of the CITA Examination: ____ Yes ____ No

If yes, please list date(s): _____

i) Have you previously applied for a dental license in any other state or foreign country? _____ Yes
 _____ No. If yes, identify the state or foreign country and give date and outcome of the application.

14. Please list all jobs held within the past 10 years, other than dentistry. If terminated or asked to leave from that position, please explain. (Attach a separate sheet if necessary.)

OCCUPATION	EMPLOYER W/ADDRESS & PHONE	DATE OF EMPLOYMENT	REASON FOR LEAVING

15. I am currently licensed or have been licensed to practice dentistry in the following jurisdictions: (Recent GRADUATES GO TO QUESTION 19).

Jurisdiction (State/Province/Territory)	How Licensed (Exam, Reciprocity)	License/Permit Number	Date of Issuance	Years of Practice

16. As a dentist, a member of any professional or other organization, or as a holder of any public office:
- a) Have you been suspended or otherwise disqualified or have a pending appeal of a determination of suspension or disqualification? _____ Yes _____ No
 - b) Have you been reprimanded, censured or otherwise disciplined, or have a pending appeal of a reprimand, censure or other disciplinary action? _____ Yes _____ No
 - c) Have any charges or complaints, formal or informal, been made or filed against you, or have any proceedings been instituted against you? _____ Yes _____ No
 - d) Have you ever been reported to the National Practitioner Data Bank or the HIPPA (Health Care Integrity and Protection) Data Bank? _____ Yes _____ No

If your answer is yes to any of the foregoing questions, please furnish for each occurrence, a written statement giving the complete facts and state as to each case the date, nature of the charge, disposition of the matter, and name and address of the authority in possession of the records.

17. Are you a Diplomate, board-eligible or declared specialist in any branch of dentistry? _____ Yes _____ No
 If yes, give specialty and how qualified _____

18. Have you undertaken any post graduate training or refresher courses other than continuing education courses since receiving your dental degree? _____ Yes _____ No

If yes, give place, date, and courses: _____

19. Have you been dropped, suspended, expelled, or disciplined by any school or college for any cause whatsoever? _____ Yes _____ No

If yes, please list on a separate sheet of paper the date, school and nature of cause.

20. Have you ever been denied admission to any college or school for cause that reflects adversely on your character? _____ Yes _____ No

21. Have you ever served in the armed forces of the United States or any other country? _____ Yes _____ No

If yes:

a) Have you been separated from such services? _____ Yes _____ No

b) State nature of separation _____

c) If other than honorable, furnish a written statement specifying type thereof and circumstances surrounding your release.

d) State inclusive dates of service _____

e) In the armed services, have any charges or complaints, formal or informal, been made or filed against you, or have any proceedings ever been instituted against you, or have you ever been a defendant in any court martial? _____ Yes _____ No

If yes, please attach a separate sheet of paper with the date an explanation of each incident.

f) Have you registered under the Selective Service Act of 1948? _____ Yes _____ No

22. Have you ever:

a) been summoned to court or before a magistrate for the violation of any law or ordinance or for the commission of any felony or misdemeanor? _____ Yes _____ No

b) been arrested for the violation of any law or ordinance or for the commission of any felony or misdemeanor? _____ Yes _____ No

c) been taken into custody for the violation of any law or ordinance or for the commission of any felony or misdemeanor? _____ Yes _____ No

d) been indicted for the violation of any law or ordinance or for the commission of any felony or misdemeanor? _____ Yes _____ No

e) been convicted or tried for the violation of any law or ordinance or for the commission of any felony or misdemeanor? _____ Yes _____ No

f) been charged with the violation of any law or ordinance or for the commission of any felony or misdemeanor? _____ Yes _____ No

g) pleaded guilty to the violation of any law or ordinance or for the commission of any felony or misdemeanor? _____ Yes _____ No

If your answer is “yes” to any of the foregoing questions, please complete the Criminal Background Form included at the end of this application and return along with the pertinent court documents. Only traffic violations unrelated to alcohol or drugs may be excluded from this answer.

23. Within the last ten (10) years have you been addicted to or received treatment for drugs, alcoholism or afflicted with a serious communicable disease? If your answer is yes, give full details of your treatment on a separate sheet. _____Yes _____No
24. Within the last ten (10) years have you been declared a ward of any court, or adjudged an incompetent or have any proceedings been brought to have you declared a ward of any court, or adjudged an incompetent, or have you been committed to any institution? If your answer is yes, give full details of the judgment on a separate sheet. _____Yes _____No
25. If you have been admitted to practice in any jurisdiction, provide the following certification on the next page and make a complete statement of all your practice since graduation to date. Include temporary or part-time work. Indicate:
- 1) The dates during which you were employed as a dentist or engaged in practice.
 - 2) The addresses of the offices or places at which you were so employed or engaged, and the names and addresses of all employers, partners, associates, or persons sharing office space, if any (Attach sheet if necessary)
 - 3) The nature of your practice. (General Dentistry or Specialty)
 - 4) The reason for the termination of each employment or period of private practice.

FROM	TO	NAME AND ADDRESS OF EMPLOYER/ASSOCIATES	NATURE OF PRACTICE	REASON FOR LEAVING

26. a) Do you now, or have you ever held any other health care license? _____Yes _____No
 (Example: medical, dental hygiene, chiropractic, etc.)
 If yes, give type of license, state, and dates held _____
- b) Has this license ever been suspended or revoked? ___Yes ___No
 If yes, give dates and reasons _____
27. Have your hospital privileges (for any license) ever been revoked or suspended? _____Yes _____No
 If yes, give dates, locations and reasons _____
28. a) Have you ever held a DEA license? ___Yes ___No
- b) Has your DEA license ever been revoked, suspended or surrendered? ___Yes ___No
 If yes, give dates, locations and reasons _____

PRE-DENTAL EDUCATION

NAME AND LOCATION OF SCHOOL ATTENDED	PERIOD OF ATTENDANCE (i.e. Sept. 1990 to Sept. 1994)
1 st Year	
2 nd Year	
3 rd Year	
4 th Year	

I received the degree of _____ from _____ on
the _____ day of _____
(Date) (Month/Year) (College or University)

****Photocopies of ALL pre-dental education schools are acceptable.**

DENTAL EDUCATION

NAME AND LOCATION OF SCHOOL ATTENDED	PERIOD OF ATTENDANCE (i.e. Sept. 1990 to Sept. 1994)
1 st Year	
2 nd Year	
3 rd Year	
4 th Year	

I received the degree of _____ from _____ on the
_____ day of _____
(Date) (Month/Year) (College or University)

*****An official FINAL dental school transcript, which includes the graduation date, degree received, school seal, and Registrar's signature, must accompany this application in a sealed school envelope or sent directly to the Board's office by the School's Registrar. In the event that you are a current year graduate, you must make arrangements to have your dental college send final transcripts, when available, to the office of the Board of Dental Examiners.***

28. In addition to the foregoing, I add the following:

- a) I solemnly declare upon my honor that if granted a license to practice dentistry in North Carolina, I shall respectfully comply with all laws regulating the practice of dentistry in this State and will do my best to uphold and maintain the ethics of the profession.
- b) I hereby give permission to the North Carolina State Board of Dental Examiners to secure additional information concerning me or any statement in this application from any person or any source the Board may desire. I further agree to submit to questions by the Board or any member or employee thereof, and to substantiate my statements if desired by the Board.

In order to determine my suitability for a license to practice dentistry in North Carolina, I understand that the North Carolina State Board of Dental Examiners must make a thorough investigation of my personal records and employment history. It is in the public's best interest that any and all relevant information concerning my personal and employment history be disclosed to the North Carolina State Board of Dental Examiners. Therefore, I do hereby request and authorize any former and present employers, educational institutions, doctors or other health care professionals including mental health, alcohol treatment centers, hospitals or other repositories of medical records, government agencies, criminal and civil courts, including any private law firms and or certification/licensing boards or commissions, any other individual agency or firm to produce and provide true copies of any and all information and documents, including but not limited to privileged or confidential documents to the Board regarding myself.

I hereby expressly waive all provisions of law forbidding any physician or other person who has attended or examined me, or who may hereafter attend or examine me, from disclosing any knowledge or information which he thereby acquired; and I hereby consent that he may disclose such knowledge or information to the North Carolina State Board of Dental Examiners.

Moreover, I hereby release the Board from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my application and potential license. I hereby release the issuing agency and its agents, both individually and collectively from any and all liability for damages of whatever kind, which may at any time result because of compliance with this request.

I further waive all rights to inspect or review any and all information compiled in reference to any investigation or application for license. I do further hereby authorize the Board, its agents and employees, to release true copies of any and all information to any agency or entity regulating the licensing authority of the practice of dentistry.

I hereby acknowledge that this authorization is truly voluntary and is valid for one (1) year or until the application and/or investigation process has been completed. A true copy of this document is considered valid, just as the original.

I understand that this application is a continuing application and that I must provide full and correct answers to the questions herein. I will notify the Board of any changes relating to any matter inquired about herein.

I understand that failure to provide full and correct answers and/or failure to update my responses will be grounds for denial of my application or revocation of my license.

I have read and fully understand the above statements.

(Signature)

(Print Name)

I, _____, the applicant herein depose and say that all facts, statements, and answers contained in this application are true and correct to the best of my knowledge. I am not omitting any information which might be of value to this Board in determining my qualifications and character, whether it is called for or not; and I agree that any falsification or withholding of information or facts concerning my qualifications as an applicant shall be sufficient for denial of a NC dental license, and such falsification or withholding shall serve as sufficient grounds for the suspension or revocation of my North Carolina dental license even though it is not discovered until after issuance.

(Signature)

State/Territory/Jurisdiction of _____

County/Province of _____

I _____, a Notary Public for said County/Province and State/Territory/Jurisdiction, do hereby certify that _____ personally appeared before me this the _____ day of _____, _____ and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, _____.

Notary Public

My commission expires: _____

(SEAL)

CERTIFICATION OF DENTAL LICENSURE

North Carolina State Board of Dental Examiners
2000 Perimeter Park Dr., Suite 160
Morrisville, NC 27560
(919) 678-8223

- This form must be completed by each state that you are or have ever been licensed in to practice dentistry. This form should be mailed directly from the Board by which you are licensed or may accompany your application in a sealed envelope from that Board office. Copies of your license or renewal certificates are NOT acceptable. (Copies of this form may be made as necessary.)
- **Applicant:** Complete the required information and then forward this form to the jurisdiction where you are requesting certification of licensure. Some jurisdictions charge a fee, so please call to confirm the procedure for submitting this form.
- **Licensing Board:** Complete the required information and return this form directly to the applicant in a sealed envelope or directly to the North Carolina State Board of Dental Examiners. *The North Carolina State Board of Dental Examiners will accept other forms of certification if all information contained in this form is included.*

(To be completed by applicant.)

_____	_____
Name	Address
_____	_____
Signature	City, State, Zip
_____	_____
Date	Application For

(To be completed by licensing board representative.)

I, _____, Representative of the _____ hereby certify that _____ was granted Certificate/License Number _____ to practice dentistry in the State of _____ on the _____ day of _____, _____.

Said license was granted by _____.

Has license ever been suspended or revoked? ____ YES ____ NO
If YES, please attach necessary documentation.

Has license ever been disciplined? ____ YES ____ NO
If YES, please attach necessary documentation.

Is there any disciplinary action currently pending? ____ YES ____ NO
If YES, please attach necessary documentation.

Is license current? ____ YES ____ NO Expiration Date _____

Signature of Representative

Title

Date

Board Seal

North Carolina Law now requires that all applicants and those renewing a license respond to the following statement:

Public Notice Statement

required by N.C. Gen. Stat. § 143-764(a)(5), effective December 31,2017

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

**Employee Classification Section
North Carolina Industrial Commission
1233 Mail Service Center
Raleigh, NC 27699-1233
Telephone: (919) 807-2582
Fax: (919)715-0282**

Email: emp.classification@ic.nc.gov

Employee misclassification is **defined** as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. *[N.C. Gen. Stat. § 143-762(5)]*

I certify that I have read and understand the Public Notice Statement from the North Carolina Industrial Commission appearing above regarding the classification of employees.

_____ **Yes**

_____ **No**

I further certify that I (_____have) (_____have not) been investigated for employee misclassification within the past three (3) years.

If you have been investigated for employee misclassification within the past five years, you must submit the results of that investigation to the North Carolina State Board of Dental Examiners before your license renewal will be considered complete.