

APPLICATION FOR DENTAL HYGIENE/ PROVISIONAL LICENSURE



MATERIALS TO BE SUBMITTED

(Retain this 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. You are responsible for ensuring that the Board office receives the required materials. 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 - \$75.00 Provisional Fee - \$60.00 (This fee is to 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 application fee is nonrefundable and non-transferable 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 your petition the Board for a formal hearing, the application fee will NOT be refunded
"If your check is not paid on presentation 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 Hygiene 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 high school or a high school equivalency certificate and transcripts from any colleges attended other than dental hygiene (photocopies are acceptable).
- 5) An official transcript from your dental hygiene 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!! These should indicate your present name.**
- 6) One (1) passport-size photographs (2" X 2") glued to the application form. Photograph must fit the square on the application!!
- 7) If you are or have ever been licensed in a health care related field (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 dental hygiene in another state/jurisdiction must submit a National Practitioner & HIPAA 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, an 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 they become void and the application 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, ymatthews@ncdoj.gov, 919.662.4509 Ext 6300

Cindy Coats, ccoats@ncdoj.gov, 919.662.4509 Ext 6366

Monica Parker, mlparker@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 (snapshot not acceptable) 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 HYGIENE/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 dental hygiene 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 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 declared 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 hygiene examination given in North Carolina?

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

b) Have you previously applied for a dental hygiene provisional license in North Carolina?

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

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 Hygiene National Board Exam? _____ Yes _____ No _____ Pending

f) Have you ever failed the Dental Hygiene 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: _____

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

If yes, please list date(s): _____

14. Please list all jobs held within the past 10 years and, 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 or have been licensed to practice dental hygiene in the following jurisdictions(Attach a separate sheet if necessary): (RECENT GRADUATES GO TO #18.)

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

16. I have practiced dental hygiene as follows: (Attach a separate sheet if necessary)

FROM	TO	NAME AND ADDRESS OF EMPLOYER	REASON FOR LEAVING

17. As a dental hygienist, 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, for each occurrence furnish a written statement giving the complete facts and state as to each case the date, the nature of the charge, the disposition of the matter, and the name and address of the authority in possession of the records.

18. 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.
19. Have you ever been denied admission to any college or school for cause that reflects adversely on your character? Yes No
20. 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
21. 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.

22. 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

23. 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

HIGH SCHOOL 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 graduated from _____ High School _____, _____
(Month) (Year)

COLLEGE OR UNIVERSITY EDUCATION OTHER THAN DENTAL HYGIENE

NAME AND LOCATION OF SCHOOL ATTENDED	PERIOD OF ATTENDANCE (i.e. Sept. 1990 to Sept. 1994)

DENTAL HYGIENE 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
(College or University)
 _____ day of _____.
(Date) (Month/Year)

*****An official FINAL dental hygiene 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 hygiene school send final transcripts, when available, to the office of the Board of Dental Examiners.***

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

- a) I solemnly declare upon my honor that if granted a license to practice dental hygiene in North Carolina, I shall respectfully comply with all laws regulating the practice of dental hygiene 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 dental hygiene 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 above named agency. 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.

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 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.

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 dental hygiene.

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 to bar me from this or any future examination given by the North Carolina State Board of Dental Examiners, and such falsification or withholding shall serve as sufficient grounds for the suspension or revocation of my North Carolina dental hygiene 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 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 LICENSURE FOR DENTAL HYGIENE

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

- This form must be completed from every state in which you are or have ever been licensed in to practice dental hygiene. 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	

(To be completed by licensing board representative.)

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

Said license was granted by _____.

Has license ever been disciplined? ____YES ____NO
If YES, please attach necessary information.

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

Is there any disciplinary action pending currently? ____ YES ____NO
If YES, please attach necessary information.

Is license current? ____YES ____ NO Expiration Date_____

Signature of Representative

Title

Date

Board Seal