

## SECTION .0600 – INSTRUCTOR'S LICENSE

### 21 NCAC 16B .0601 INSTRUCTOR'S LICENSE

(a) An applicant for an instructor's license shall submit to the Board:

- (1) a completed, notarized application form provided by the Board;
- (2) the instructor's licensure fee;
- (3) if applicable, a statement disclosing and explaining any disciplinary actions, investigations, malpractice claims, state or federal agency complaints, judgments, settlements, or criminal charges; and
- (4) if applicable, a statement disclosing and explaining periods, within the last ten years, of observation, assessment, or treatment for substance abuse, with verification demonstrating that the applicant has complied with all provisions and terms of any county or state drug treatment program, or impaired dentists or other impaired professionals program.

(b) In addition to the requirements of Paragraph (a) of this Rule, an applicant for an instructor's license shall arrange for and ensure the submission to the Board office, the following documents as a package, with each document in an unopened envelope sealed by the entity involved:

- (1) if the applicant is or has ever been employed as a dentist by or under contract with an agency or organization, a certification letter of the applicant's current status and disciplinary history from each agency or organization where the applicant is or has been employed or under contract;
- (2) certificate of the applicant's licensure status from the dental regulatory authority or other occupational or professional regulatory authority and information regarding all disciplinary actions taken or investigations pending, from all licensing jurisdictions where the applicant holds or has ever held a dental license or other occupational or professional license;
- (3) a report from the National Practitioner Databank or its international equivalent, if applicable;
- (4) a report of any pending or final malpractice actions against the applicant, verified by the malpractice insurance carrier covering the applicant. The applicant must submit a letter of coverage history from all current and all previous malpractice insurance carriers covering the applicant; and
- (5) certification letter from the dean or director that the applicant has met or been approved under the credentialing standards of a dental school or an academic medical center with which the person is to be affiliated, and certification that such school or medical center is accredited by the American Dental Association's Commission on Accreditation or the Joint Commission on Accreditation of Health Care Organizations.

(c) All information required must be completed and received by the Board office as a complete package with the initial application and application fee. If all of the information is not received as a complete package, the application shall be returned to the applicant.

(d) All applicants shall submit to the Board a signed release form, completed Fingerprint Record Card, and such other form(s) required to perform a criminal history check at the time of the application.

(e) Should the applicant reapply for an instructor's license, an additional instructor's license fee shall be required.

(f) Any license obtained through fraud or by any false representation shall be void ab initio and of no effect.

(g) The license shall be renewed on an annual basis.

*History Note:* Authority G.S. 90-28; 90-29.5;  
Temporary Adoption Eff. January 1, 2003;  
Eff. January 1, 2004.

## APPLICATION FOR AN INSTRUCTOR'S LICENSE

### MATERIALS TO BE SUBMITTED

(Retain this Page for Your Records)

**The materials listed below must be received by the Board office as a complete package, with each document in an unopened officially sealed envelope from the entity involved. Any applications that are received incomplete will be returned along with all materials and fees!! This will delay the process!**

- 1) Verification of present or past employment as a dentist by or under contract with any agency or organization. Verification must include current status and any disciplinary history.
- 2) Applicants licensed to practice dentistry in another state/jurisdiction must submit a National Practitioner Data Bank Report. Please contact the National Practitioner Data Bank at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov) or 1-800-767-6732.
- 3) If applicable, a report of any pending or final malpractice actions verified by the malpractice insurance carrier along with all documents and records and verification of coverage history from current and all previous malpractice insurance carriers.

**In addition to the items listed above, the materials listed below must also accompany the application. These items do not need to be in sealed envelopes.**

- 4) Instructor's Fee - \$140.00  
**CERTIFIED CHECK OR MONEY ORDER ONLY** (Payable to: NC State Board of Dental Examiners)  
**THIS FEE IS NON-REFUNDABLE!!** The application 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 application 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."*
- 5) One passport-size photograph, taken within the last six months, glued to the application form. **Do NOT send Polaroid snapshots.**
- 6) Verification of a valid, current and unrestricted general dental or dental specialty license in any state, territory, country or other jurisdiction. **(Copies of your license and/or renewal certificates are NOT acceptable.)**
- 7) 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. **Please request forms by email; send mailing address to [info@ncdentalboard.org](mailto:info@ncdentalboard.org).**
- 8) An employment verification letter from the dean or director of the dental school or academic medical center in which you be affiliated.

**Please Note!!** The Board's rules constantly change. While every effort is made to keep rules and statutes up to date in this and other documents, always check for the latest version of the Board's rules directly from the Office of Administrative Hearings' website. A link to their page may be found on our website on the "Rules and Laws" page.

# 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

### INSTRUCTOR'S LICENSE

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 !**

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 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#) \_\_\_\_\_ (State) \_\_\_\_\_ (Dates Maintained) \_\_\_\_\_

(DL#) \_\_\_\_\_ (State) \_\_\_\_\_ (Dates Maintained) \_\_\_\_\_

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

\_\_\_\_ Yes \_\_\_\_ No If yes, give date(s): \_\_\_\_\_

b) Have you previously applied for any dental permit in North Carolina? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide dates and type of dental permit \_\_\_\_\_

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 Dental National Board Examination? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list date(s): \_\_\_\_\_

g) Have you ever taken a regional board examination? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list examination(s) and date(s): \_\_\_\_\_

14. Please list all jobs held within the past 10 years, other than dentistry, 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 dentistry in the following jurisdictions:

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

16. Have you ever been a member of a state dental society?  Yes  No

If yes, please list status and dates of membership \_\_\_\_\_

17. 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 HIP (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. Are you a Diplomate, board-eligible or declared specialist in any branch of dentistry?  Yes  No

If yes, give specialty and how qualified \_\_\_\_\_

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

If yes, give place, date, and courses: \_\_\_\_\_

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

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

21. Have you ever been denied admission to any college or school for cause that reflects adversely on your character?  Yes  No
22. Have you ever served in the armed forces of the United States or any other country?  Yes  No
- 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 on a separate sheet of paper date an explanation of each incident.
- f) Have you registered under the Selective Service Act of 1948?  Yes  No

23. Have you ever been:
- 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, attach a statement describing fully the nature of any such matters, with complete facts, disposition of the matter, and the name and address of the authority in possession of the records thereof. Only traffic violations unrelated to alcohol or drugs may be excluded from this answer.

24. 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
25. 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

26. If you have been admitted to practice in any jurisdiction, provide the following certification 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

27. 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(s) ever been suspended or revoked?  Yes  No  
 If yes, give dates and reasons \_\_\_\_\_

28. Have your hospital privileges (for any license) ever been revoked or suspended?  Yes  No  
 If yes, give dates, locations and reasons \_\_\_\_\_

29. 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 \_\_\_\_\_

**DENTAL EDUCATION**

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

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

**POST GRADUATE EDUCATION**

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

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

30. In addition to the foregoing, I add the following:
- a) I solemnly declare upon my honor that if granted an instructor’s 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.
  - c) I have attached the required fee for an instructor’s license. **(DO NOT SEND CASH)** I understand that the fee are nonrefundable and nontransferable.
  - d) **I understand that my application will NOT be accepted if ALL materials are not received as a complete package. Further, I understand that the application, all materials and the fee will be returned if the application package is not accepted for lack of completion.**

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 to bar me from an instructor's license 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 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 OR OTHER PROFESSIONS**

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

- This form must be completed by each state in which you are or have ever been licensed to practice dentistry or any other profession. This form must accompany your application in a sealed envelope from that licensing authority. 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 from which you are requesting certification of licensure. Some jurisdictions charge a fee, so please call to confirm the procedure for submitting this form.
- **Licensing Authority:** Complete the required information and return this form directly to the applicant in a sealed envelope. The North Carolina State Board of Dental Examiners will accept other forms of certification if all information requested by 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 \_\_\_\_\_ 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 documentation

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

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

Is license current? \_\_\_\_ YES \_\_\_\_ NO      Expiration Date \_\_\_\_\_

_____
Signature of Representative
_____
Title
_____
Date

Board Seal