

# LICENSING CHECKLIST

To successfully obtain a Dental or Dental Hygiene license, there are mandatory items that must be attached and submitted on the appropriate application. Please note the following checklist that will assist you in meeting these requirements.

- **FULLY COMPLETED APPLICATION**

Go to the Dental Board website at <https://dentalboard.org/professionals/state-licensure-applications/> and begin the application process. Note: Application is a fillable .PDF form.

## **DENTAL LICENSURE BY REGIONAL EXAM**

**DENTISTS:** For all dentists that have passed a regional examination within the last 5 years preceding the date on the application and attended a CODA approved dental school, the licensee should select the “Dental License by Regional Exam” which is found at <https://dentalboard.org/wp-content/uploads/2023/02/BDEAL-DENTAL-License-by-Regional-Exam-Rev-2-2-2023.pdf>.

The Board of Dental Examiners of Alabama currently accepts the following regional exams: CDCA, CITA, CRDTS, SRTA and WREB. Both mannequin and patient-based portions are accepted.

Complete the Personal Information, Required questions, and Examination Scores/Education History, DEA Registration. Note: If the required background check reveals that a question has been answered incorrectly, it may result in the application being disqualified.

Complete the Required References. These are character references that are not relatives or former instructors from your dental or dental hygiene school/program.

Complete the Attestation of Understanding and the Affidavit. Note: The affidavit must be notarized.

Complete the Declaration of Citizenship and/or Lawful Presence of an Alien Resident. If the licensee is not a U.S. Citizen, they must attach evidence of being legally entitled to live in the U.S. (e.g., Passport, naturalization papers, or current visa status)

Provide a copy of your driver’s license, both front and back.

## **DENTAL HYGIENE LICENSURE BY REGIONAL EXAM**

**DENTAL HYGIENISTS:** For all hygiene graduates that have passed a regional examination within the last 5 years preceding the date on the application and attended a CODA approved dental hygiene program or the Alabama Dental Hygiene Program (ADHP), the licensee should select the “Dental Hygiene License by Regional Exam” which is found at <https://dentalboard.org/wp-content/uploads/2023/04/BDEAL-DENTAL-HYGIENE-License-by-Regional-Exam-Rev-4-24-2023a.pdf>.

The Board of Dental Examiners of Alabama currently accepts the following regional exams: CDCA, CITA, CRDTS, SRTA and WREB. Both mannequin and patient-based portions are accepted.

Complete the Personal Information, Required questions, and Examination Scores/Education History, DEA Registration. Note: If the required background check reveals that a question has been answered incorrectly, it may result in the application being disqualified.

Complete the Required References. These are character references that are not relatives or former instructors from your dental or dental hygiene school/program.

Complete the Attestation of Understanding and the Affidavit. Note: The affidavit must be notarized.

Complete the Declaration of Citizenship and/or Lawful Presence of an Alien Resident. If the licensee is not a U.S. Citizen, they must attach evidence of being legally entitled to live in the U.S. (e.g., Passport, naturalization papers, or current visa status)

Provide a copy of your driver's license, both front and back.

### **DENTAL/DENTAL HYGIENE LICENSURE BY CREDENTIALS**

**DENTISTS:** For all dentists and hygienists that have been licensed in another state for at least five (5) years to be considered for licensure without taking a regional examination, and attended a CODA approved dental or dental hygiene school, the licensee should select the "Dental/Dental Hygiene License by Credentials" which is found at <https://dentalboard.org/wp-content/uploads/2023/03/BDEAL-DENTAL-DENTAL-HYGIENE-License-by-Credentials-Rev-3-14-2023a.pdf>

Complete the Personal Information, required training/Immunization information, Location History, Education History (which includes a list of all colleges/Dental Schools/Hygiene programs and Examination Scores/Education and the year of graduation). For dentists, the applicant will provide DEA Registration if applicable.

Complete the Required Questions. These must be answered completely and honestly. Note: If the required background check reveals that a question has been answered incorrectly, it may result in the application being disqualified.

Complete the Required References. 1) Certificate of Moral Character for Applicant: These are character references that are not relatives or former instructors from your dental or dental hygiene school/program.

Complete the Required Affidavit of Clinical Practice. The applicant will solicit two references that will complete separate affidavits acknowledging that they have known the applicant for the last 5 years/5000 hours preceding the application and can attest that the applicant has practiced dentistry/dental hygiene and the applicant is in "good standing". Please note that these affidavits must be completed and mailed/emailed back to the Dental Board separately to include with the application. These MUST be notarized.

Provide a copy of your driver's license, both front and back.

Complete the Declaration of Citizenship and/or Lawful Presence of an Alien Resident. If the licensee is not a U.S. Citizen, they must attach evidence of being legally entitled to live in the U.S. (e.g., Passport, naturalization papers, or current visa status)

If you are or have ever been licensed, certified, registered, or permitted by any state to practice as a dentist or dental hygienist, you must provide a copy of your license verification with your application.

- **APPLICATION FEE**

Licensing Fees for Dentists/Dental Hygienists applications are paid by check or money order and included with the application. These checks/money orders can be mailed with the application paperwork or separately if the applicant chooses to submit an application as a fillable .pdf version via email. Checks/Money orders should be made out to BDEAL (Board of Dental Examiners of Alabama). Please note: All fees are non-refundable.

- **TRANSCRIPTS**

Transcripts from post-secondary, dental school, hygiene school or ADHP completion must be provided with the application. These are requested from the institution/school and must be an “official” copy. They can be sent directly to the Dental Board by email or by paper copy under separate cover.

- **EXAMINATION SCORES**

For Dentists: Licensee should provide copies of their JCND National Board Exam scores or integrated exam (Passed or Failed). Also, provide date(s) and name of testing agency of Regional Exam and an official copy of the scores.

For Dental Hygienists: Licensee should provide dates(s) and name of testing agency of Regional Exam taken and an official copy of the scores.

- **BACKGROUND CHECK**

A completed Background check is required for both dentists and dental hygiene applicants. The link for initiating this request is found on the Alabama Dental Board website at [https://bandbreporting.bgsecured.com/c/p/unsolicited\\_portal?guid=FN7TzWddHVelt81hPyfP1tOGC9CX6t80](https://bandbreporting.bgsecured.com/c/p/unsolicited_portal?guid=FN7TzWddHVelt81hPyfP1tOGC9CX6t80).

Once the Background check has been completed by B&B Reporting, the applicant will receive a copy of the results via email. Applicants are encouraged to start the Background check process early in order to ensure that the results are received to include with the application. Please note that the Board also receives a copy of the Background Check results.

- **CITIZENSHIP VERIFICATION**

Each applicant for a dentist’s or dental hygienist’s license must complete a Declaration of Citizenship and Lawful Presence of an Alien Resident form. This form is included in the application itself. If the applicant is a U.S. citizen, then they will check “Yes”, sign the declaration page and provide a legible copy of any document that is listed on an attached list. This can include a valid driver’s license, birth certificate,

passport, etc. If the applicant is not a U.S. citizen, then they will check “No”, sign the declaration page and provide a legible copy of any documents from the “List B” attached list such as Immigration documents, Alien granted Visas admitted for permanent/temporary residence, Green Cards (Form I-551), etc.

- **CPR (Basic Life Support)**

All applicants (dentists and dental hygienists) must provide proof of CPR (Basic Life Support) training within the previous two (2) years before applying for licensure. A copy of the CPR card/certificate must be included with the application, both front and back. Please note that the CPR certification must be a BLS Healthcare Provider course, or CPR/AED for the Professional Rescuer, or an equivalent course, which provides training for healthcare professionals in CPR and the use of an AED. The course must be conducted in person and include a skills examination on a manikin with a certified instructor.

- **INFECTIOUS DISEASE CONTROL TRAINING**

All applicants (dentists and dental hygienists) must provide proof of completing Infectious Disease control training. This can be obtained through the applicant’s dental or hygiene school curriculum or can be completed through an on-line class. Please note that this training can also be known as an OSHA Infection control or by similar names. The minimum class length must be one (1) hour and a copy of the certificate of completion should be provided.

- **IMMUNIZATION DOCUMENTATION**

All applicants must provide a Hepatitis B titer verification within the last 12 months showing you carry positive immunity. If you no longer carry immunity, you must complete the series and submit proof of completing the series prior to applying for a license.