## APPLICATION FOR DENTAL HYGIENE/ PROVISIONAL LICENSURE



## **MATERIALS TO BE SUBMITTED**

(Retain this Sheet for Your Records)



The dourn prejers that the materials listed below be submitted with your application; however, if needen, you may nave 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)
- 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 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 represented for payment."
- 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 <a href="http://www.ada.org/en/jcnde/examinations">http://www.ada.org/en/jcnde/examinations</a>
- 4) Transcripts from high school or a high school equivalency certificate and transcripts from any colleges attended other than dental hygiene (photocopies are acceptable).
- An <u>official transcript</u> from your dental hygiene school must accompany this application in a sealed school envelope or sent directly from the School's Registrar's office. Digital copies accepted <u>if sent from the school</u> via email to <u>applications@ncdentalboard.org</u>. 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!!
- The square of have ever been licensed in a health care related field (dental hygiene, nursing, etc.) in another state or jurisdiction, you must have a Certificate of Licensure from 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 via mail. Digital copies will be accepted directly from the issuing State or jurisdiction via email to applications@ncdentalboard.org. (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 <a href="https://www.npdb-hipdb.hrsa.gov">www.npdb-hipdb.hrsa.gov</a> 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 <a href="mailto:info@ncdentalboard.org">info@ncdentalboard.org</a> 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: <a href="mailto:info@ncdentalboard.org">info@ncdentalboard.org</a> • 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, <a href="mailto:ymatthews@ncdoj.gov">ymatthews@ncdoj.gov</a>, 919.662.4509 Ext 6300 Cindy Coats, <a href="mailto:ccoats@ncdoj.gov">ccoats@ncdoj.gov</a>, 919.662.4509 Ext 6366 Monica Parker, <a href="mailto:mlparker@ncdoj.gov">mlparker@ncdoj.gov</a>, 919.662.4509 Ext 6397

**Out-of-State applicants** must email their mailing address to <a href="mailto:info@ncdentalboard.org">info@ncdentalboard.org</a> 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.

(First Name in Full)	(Middle/Maiden)		(Last Name	e in Full)
(Present Street Address)	(City)	(State)	(Zip)	(County)
(Permanent Street Address)	(City)	(State)	(Zip)	(County)
Preferred mailing address for	ALL information:	Present	Perm	anent
Telephone number (day): (	)	Email addre	ess:	
Age: Date	e of Birth:/		Place of Bi	rth:
Are you a citizen of the Unit	ed States of America?	Yes	No	
Social Security Number:	<del>-</del>			
Are you (check one):	SingleMarrie	dDivo	rced	
Have you ever been known b	ov another name?	Yes	No	

**CITY STATE** DATES RESIDED 10. Name two individuals who will always know your address: Name: Address: Address: \_\_\_\_\_ Phone:( Phone:( ) \_\_\_\_No 11. Have you ever declared bankruptcy? \_\_\_\_Yes If yes, please explain: (Attach a separate sheet if necessary):\_\_\_\_\_ Please list any current and past drivers licenses you have maintained: 12. (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):\_\_\_\_\_

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

000	CUPATION	EMPLOYI W/ADDRESS &		DATE OF EMPLOYMENT	REASON FOR LEAVING	
	•	ave been licensed to practicessary): (RECENT GR	• •	_	jurisdictions(Attach a	
	risdiction covince/Territory)	How Licensed (Exam, Reciprocity)	License/Permit Number	Date of Issuance	e Years of Pract	
. I ha	ve practiced de	ntal hygiene as follows:	(Attach a separat	e sheet if necessary	y)	
FROM	ТО	NAME AND ADI	NAME AND ADDRESS OF EMPLOYER		REASON FOR LEAVI	
. As a		ist, a member of any pro	ofessional or othe	er organization, or	as a holder of any pu	
a)	Have you b	een suspended or otherv	wise disqualified o			
b)		on or disqualification? een reprimanded, censu	red or otherwise	Yes		
0)		censure or other discipling		Yes	_No	
c)		narges or complaints, for			•	
d)	Have you e	been instituted against ver been reported to the d Protection) Data Bank	National Practiti		_No the HIPPA (Health ( _No	
If v	our answer is	yes to any of the for	egoing questions	s, for each occur	rence furnish a wri	

18.	Have you been dropped, suspended, expelled, or disciplined by any school or college for any cause whatsoever?  YesNo 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 yo					
	char	acter?	Yes	No		
20.	Have If yes	e you ever served in the armed forces of the United States or any other country? s:	Yes	No		
	a) b)	Have you been separated from such services?				
	c)	If other than honorable, furnish a written statement specifying type thereo surrounding your release.	f and circu	ımstances		
	d)	State inclusive dates of service				
	e)	In the armed services, have any charges or complaints, formal or informal, against you, or have any proceedings ever been instituted against you, or have defendant in any court martial?  If yes, please attach a separate sheet of paper with the date an explanation of	ave you ev Yes	ver been a No		
	f)	Have you registered under the Selective Service Act of 1948?	Yes	No		
21.	Have	e you ever:				
	a)	been summoned to court or before a magistrate for the violation of any law of the commission of any felony or misdemeanor?				
	b)	been arrested for the violation of any law or ordinance or for the commission misdemeanor?	of any felo Yes			
	c)	been taken into custody for the violation of any law or ordinance or for the cofelony or misdemeanor?	ommission Yes	-		
	d)	been indicted for the violation of any law or ordinance or for the commission misdemeanor?	of any felo Yes	-		
	e)	been convicted or tried for the violation of any law or ordinance or for the confelony or misdemeanor?				
	f)	been charged with the violation of any law or ordinance or for the commission misdemeanor?	on of any fe Yes			
	g)	pleaded guilty to the violation of any law or ordinance or for the commission misdemeanor?	of any felo Yes			

If your answer is "yes" to  $\underline{any}$  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 past five years, have you exhibited any conduct or behavior that could call into question you ability to practice dental hygiene in a competent, ethical, and professional manner?  — Yes — No
	If you answered yes, furnish a thorough explanation below:
	Explanation:
	Relevant date(s):
23.	A. Do you currently have any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, or a mental, emotional, or nervous disorder or condition) that in any way affects your ability to practice dental hygiene in a competent, ethical, and professional manners \( \text{Yes} \) \( \text{No} \)
	<b>B.</b> If your answer to Question 23(A) is yes, are the limitations caused by your condition of impairment reduced or ameliorated because you receive ongoing treatment or because you participate in a monitoring or support program?

If your answer to Question 23(A) or (B) is yes, complete a separate **release and summary form** for each service provider that has assessed or treated any such condition or impairment. **Release and summary forms** are attached and may be duplicated as needed. As used in Question 23, "currently" means recently enough that the condition or impairment could reasonably affect your ability to function as a dental hygienist.

## HIGH SCHOOL EDUCATION

NDED PERIOD OF ATTENDANCE (i.e. Sept. 1990 to Sept. 199
High School,
(Month) (Year)
CATION OTHER THAN DENTAL HYGIENE
NDED PERIOD OF ATTENDANCE (i.e. Sept. 1990 to Sept. 19
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\*\*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.
- 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

(SEAL)

My commission expires:\_\_\_\_\_

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

If you <u>have been</u> investigated for employee misclassification within the past three 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.

#### DO NOT ALTER THIS FORM Corrections/erasures VOID this form Please use black or blue ink

### To be used with Questions 22 and 23

Applicant's name_			
	nselor_		
Address			
	_State		
Country		Provinæ	
AUTHORIZATION	N TO RELEASE MEDIO	CAL INFORMATIO	ON FORM
use of drugs and alcohol concer Examiners of the State of No professional reputation, and fitn be reported only to the admittin	ning advice, care, or treatmenth Carolina who are involved ess for the practice of law. I use g authority. The information w	t provided to me, to rep d in conducting an inve- nderstand that any such fill be used or disclosed a	tion, relating to mental illness or the resentatives of the Board of Dental estigation into my moral character, information as may be received will t my request. This authorization will form is acceptable for purposes of
representatives, the admitting a representatives so furnishing inf	uthority, its agents and repre- ormation from any and all liab- ecords, and other information	esentatives, and the about ility of every nature and a, or out of the investigation	te of North Carolina, its agents and we named provider, its agents and kind arising out of the furnishing or ation made by the Board of Dental

I am not required to sign this authorization in order to receive treatment from the above provider. I have the right to refuse to sign this authorization. When my information is used or disclosed pursuant to this authorization, it may be subject to redisclosure by the recipient and may no longer be protected by the federal HIPAA Privacy Rule. I have the right to revoke this authorization in writing except to the extent that the provider has acted in reliance upon this authorization. My written revocation must be resubmitted to the Director of Investigations at the address of the provider above.

C' ( CALLE )	D :
Signature of Applicant	Date
STATE/DISTRICT OF	
COUNTY OF	
Subscribed and sworn to or affirmed before me this	day
of,	·
Month Year	
Signature of Notary	

The Board of Dental Examiners of the State of North Carolina is aware of HIPAA requirements.

# To be used with Question 22 or 23 DESCRIPTION OF CONDITION OR IMPAIRMENT FORM

Name			
First	Middle	Last	Suffix
Relevant dates:	From Mo/Yr	To Mo/Yr	
Describe the condition	or impairment		
Describe any treatmen	t, or any program that include	es monitoring or support	
Name and complete ac	ddress of attending physician of	or counselor (if applicable):	
Name of physician o	r counselor		
Physician's or counse	lor's current address		
City		StateZip	Country
		Province	
Telephone ()			
Name and complete a	ddress of hospital or institutio	n (if applicable):	
Name of hospital or	institution		
Hospital's or institu	tion's current address		
City		StateZip	Country
		Province	
Telephone ()			

The Board of Dental Examiners of the State of North Carolina is aware of HIPAA requirements.

STANDARD NCBLE Revised 9/4/2018