APPLICATION FOR A LICENSE TO PRACTICE DENTAL HYGIENE

Instructions and Application Form

Introduction:

Please read the following instructions in their entirety. These instructions will assist in the application process for an initial license to practice dental hygiene in Pennsylvania. The checklist format will assist you in requesting and submitting the appropriate documentation necessary to meet the licensure requirements.

There are two methods by which you may apply for your Pennsylvania dental hygiene license.

**Licensure by Examination** is for applicants who have successfully completed one of the following regional board clinical examinations: NERB, CRDTS, WREB, SRTA, or CITA.

**Licensure by Criteria Approval** is for applicants who have obtained a license in another state based on completion of that state’s clinical examination. That state must:

1) Provide information that the State clinical examination required for licensure is comparable to the North East Regional Board Examination.
2) Provide certification of your examination scores.
3) Have requirements for licensure that meet or exceed the standards for licensure in Pennsylvania.
4) Submit certification that it will reciprocate with Pennsylvania on the basis of criteria approval.

Instructions Checklist

The following documents are required for a license to practice dental hygiene:

A. □ Application Forms – Pages 1 & 2

Submit a check or money order in the amount of $75.00 made payable to the “Commonwealth of PA”.

**Note:** Do not send cash. Application fees are non-refundable. Check or money order must be drawn on a U.S. bank. A processing fee of $20.00 will be charged for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.

Page 1 – Applicant Information

**Verification of Name:**

If any document required for licensure is in a name other than the name under which you applied, a photocopy of the appropriate name change document must be attached. The only documents accepted by the Board are a marriage certificate, a divorce decree that reflects the retaking of a maiden name, or court issued legal name change document.
Social Security Number:

NOTICE: Disclosing your Social Security Number on this application is mandatory in order for the State Boards to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa.C.S. §4304.1(a). At the request of the Department of Human Services (DHS), the licensing boards must provide to DHS information prescribed by DHS about the licensee, including the social security number. In addition, Social Security Numbers are required in order for the Board to comply with the reporting requirements of the U.S. Department of Health and Human Services, National Practitioner Data Bank.

Page 1 – Current or Previous Licensure History

List each state, territory, or country where you have ever held a license to practice dental hygiene whether the license(s) is active or inactive, current or expired.

Page 2 – Practice Activity

If you have engaged in the practice of dental hygiene since graduation from dental school, you must submit a curriculum vitae (resume) of your practice activities from graduation through the present. Practice activities should be listed in chronological order, include the name, city and state of the employer, dates of employment (month and year) and a description of the practice activity. If you did not practice during a specific time period, the timeframe should be documented as “no practice in dental hygiene”.

Page 2 – Personal History Information

If you respond “YES” to any of the personal history questions, you must submit the following:

• A written letter of explanation must be submitted to the Board outlining the details of the “YES” response(s).

• Certified copies of the record relating to the action taken. It is your responsibility to request and submit certified copies of court documents directly to the Board office. If you have been disciplined by another state licensing board, certified copies of the disciplinary record must be submitted directly to the Board office in a sealed official state board envelope.

Page 2 - Certification Statement

Please read the certification statement in its entirety, sign and date.

B. ☐ Certification of Graduation – Page 3

The dental hygiene school must complete the Certification of Graduation form, (page 3) of the application and return the completed form directly to the Board office in a sealed official school envelope. Do not submit transcripts. Note: The form cannot be completed, signed, or postmarked prior to graduation.

Candidates for licensure as a dental hygienist must have graduated from a dental hygiene program accredited by the Commission on Accreditation of the American Dental Association. Certification of Graduation from a foreign educational program does not meet the educational qualifications for licensure in Pennsylvania. A candidate that has received their professional education outside of the United States in a non-accredited school must conform to Section 33.102(b)(2) of the Board’s Regulations.
C. □ Clinical Examination

**Applicants by EXAMINATION** – For applicants who have successfully completed **NERB**, **WREB**, **CRDTS**, **SRTA**, or **CITA** – follow the instructions outlined below for Examination Results. (If you completed a State clinical examination, please follow the instructions for Criteria Approval listed below).

**Examination Results**

**NERB**: The Pennsylvania State Board of Dentistry has NERB examination scores from 1979 through the present on file in the Board office. Therefore, scores should be available upon receipt of your application. If you took the North East Regional Board examination prior to 1979, you must request the North East Regional Board of Dental Examiners, Inc. to forward a report of your grades directly to the Pennsylvania State Board of Dentistry. To make your request, contact the North East Regional Board Examiners, Inc., 1304 Concourse Drive, Suite 100, Linthicum, MD 21090. Telephone Number: (301) 563-3300.

**CRDTS, CITA, SRTA or WREB**: You must contact the testing agency to have your detailed examination results submitted directly to the Pennsylvania State Board of Dentistry.

To make your request, contact:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDTS</td>
<td>1725 Gage Blvd.</td>
<td>785-273-5015</td>
</tr>
<tr>
<td></td>
<td>Topeka, KS 66604</td>
<td></td>
</tr>
<tr>
<td>CITA</td>
<td>1003 High House Road, Suite 101</td>
<td>919-460-7750</td>
</tr>
<tr>
<td></td>
<td>Cary, NC 27513</td>
<td></td>
</tr>
<tr>
<td>SRTA</td>
<td>4698 Honeygrove Road, Suite 2</td>
<td>757-318-9084</td>
</tr>
<tr>
<td></td>
<td>Virginia Beach, VA 23455</td>
<td></td>
</tr>
<tr>
<td>WREB</td>
<td>23460 N 19th Avenue, Suite 210</td>
<td>602-944-3315</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ 85027</td>
<td></td>
</tr>
</tbody>
</table>

**OR**

**Applicants by CRITERIA APPROVAL** – For applicants licensed in another state, who have completed a State clinical examination for licensure in that state:

- Request the Dental Board in the state where you are licensed to forward a certification directly to the Pennsylvania State Board of Dentistry in a sealed official envelope confirming that the state would consider Pennsylvania applicants for licensure in that state on the basis of criteria approval (reciprocity). The certification letter must be signed by an authorized official of the State Board contain the official seal of the state licensing board.

- Request the Dental Board in the state where you are licensed to forward the requirements for licensure in that state.

- Request an official certification of your examination scores for the clinical examination you completed for licensure in that state. The scores must include the specific components of the examination, the score obtained in each section of the examination and the maximum points possible in each section of the examination.
D. □ National Board Scores

The applicant must request the Joint Commission on National Dental Examinations to forward a report of your written grades directly to the Pennsylvania State Board of Dentistry. **A photocopy or candidate copy is not acceptable.** Scores are retained in the Board office for one (1) year from the date the scores are received. If you previously requested scores be sent to the Pennsylvania State Board of Dentistry more than one (1) year ago, you must request a new report of your written grades to be forwarded directly to the Board office. To make your request, contact the Joint Commission on National Dental Examinations, 211 East Chicago Avenue, Suite 1846, Chicago, IL 60611. Telephone Number: (312) 440-2678.

E. □ Verification of Licensure

Request a letter of good standing from each state or territory where you hold or have ever held a license to practice dental hygiene, whether active, inactive, current or expired. The letter(s) of good standing must contain the proper signature, date and seal of the licensing authority and must be sent directly to the Pennsylvania State Board of Dentistry in a sealed official envelope of the state licensing board.

**Note:** If you have been disciplined by a state licensing board, the letter of good standing must include certified copies of the disciplinary record.

F. □ National Practitioner Data Bank / Healthcare Integrity and Protection Data Bank

If you hold or have held a license to practice dental hygiene (active or inactive, current or expired) in another state(s), you must request a self-query. You would need to obtain the Self-Query at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov).

Once the report is completed and available, you must print the report from the above-listed website and submit directly to the Board office.

H. □ CPR Certification

Attach a photocopy of your current CPR certification card (front and back). The card must show current certification in Infant, Child and Adult CPR through an approved provider in accordance with the Board’s Regulations. **Note:** Online CPR certification courses are not accepted. The photocopy must be submitted on an 8 ½ x 11 sheet of paper.

I. □ Child Abuse Recognition and Reporting Requirements Continuing Education

The Bureau of Professional and Occupational Affairs (BPOA), in conjunction with the Department of Human Services (DHS), is providing notice to all health-related licensees and funeral directors that are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (CPSL) (23 P.S. § 6311), as amended, that EFFECTIVE JANUARY 1, 2015, all persons applying for issuance of an initial license shall be required to complete 3 hours of DHS-approved training in child abuse recognition and reporting requirements as a condition of licensure. Please review the Board website for further information on approved CE providers. Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board. [Child Abuse Continuing Education Providers Information can be found here.](#)
J. Board Office

Mail your fee, pages 1 and 2 of your application, CPR certification, data bank self-query response, and if necessary, a copy of your name change document, directly to the Board office:

**Mailing Address**
State Board of Dentistry
P.O. Box 2649
Harrisburg, PA 17105-2649

**Street Address (Courier Delivery)**
State Board of Dentistry
One Penn Center
2601 North Third Street
Harrisburg, PA 17110

All other documentation must be submitted directly from the certifying state board, educational institution and/or organization.

**IMPORTANT INFORMATION**

- You may not practice dental hygiene in the Commonwealth of Pennsylvania until the Pennsylvania State Board of Dentistry has issued a license.

- It is your responsibility to maintain a copy of this application for future reference.

- The Board’s application forms must be submitted in their original format and may not be altered. Altered forms will be rejected and cause further delay in the processing of your application.

- The Board office does not verify receipt of mail. Processing time varies depending upon the workload. Average processing time upon receipt of all required documentation is approximately 10-15 business days. However, during busy periods (i.e. renewal, graduation, etc.) and for applications that require Board review, processing times may exceed the 10-15 business days.

- Once your application has been processed, you may check on the status of your application and/or issuance of your license through the Board’s website at [www.mylicense.state.pa.us](http://www.mylicense.state.pa.us).

- Should the application not be completed within six months, updated documentation may be required. Additionally, if the application process has not been completed within one year from the date it was received, applicants will be required to submit an updated application-processing fee.

- All licenses, regardless of the date of issuance, expire on March 31st of the odd-numbered years.

- The Dental Law and Regulations requires that you maintain current infant, child and adult CPR certification.

- The Board’s Regulations require dental hygienists to complete 20 credit hours each biennial period. The specific regulations pertaining to continuing education are available at [www.dos.state.pa.us/dent](http://www.dos.state.pa.us/dent).
APPLICATION FOR A LICENSE TO PRACTICE DENTAL HYGIENE

**METHOD OF APPLICATION**

Please check one of the following:

- Examination ($75.00)
- Criteria Approval ($75.00)

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>STREET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
<td></td>
</tr>
</tbody>
</table>

U.S. Social Security Number: – – *ETIN or SIN cannot be accepted.

Date of Birth: – – Telephone Number: ( ) –

Email:

Did you take the National Board examination? Yes ☐ or No ☐

Regional examination completed (circle one): NERB CRDTS CITA SRTA WREB

**OR**

State Clinical Examination completed:

**Please specify the date(s):**

Month__ Year__

If any document required for licensure is in a name other than above, please indicate the name(s). A copy of the appropriate name change document must be attached.

**CURRENT OR PREVIOUS LICENSURE HISTORY**

<table>
<thead>
<tr>
<th>State, Territory and/or Country</th>
<th>Active or Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PRACTICE ACTIVITY**

Have you engaged in the practice of dental hygiene since graduation from dental hygiene school?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If “yes”, you must submit a curriculum vitae (resume) of your practice activities from graduation through the present. Practice activities should be listed in chronological order, include the name, city and state of the employer, dates of employment (month and year) and a description of the practice activity. If you did not practice during a specific time period, the timeframe should be documented as “no practice in dental hygiene”.

<table>
<thead>
<tr>
<th>PERSONAL HISTORY INFORMATION</th>
</tr>
</thead>
</table>

Please check Yes or No to each of the following questions:

1) Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

2) Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

3) Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

4) Have you been convicted (found guilty or pleaded guilty or entered a plea of nolo contendere), received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

5) Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

6) Do you currently engage in, or have you ever engaged in, the intemperate or habitual use or abuse of alcohol or narcotics, hallucinogenics or other drugs or substances that may impair judgment or coordination?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

7) If yes, are you currently participating in the Pennsylvania Professional Health Monitoring Program?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VERIFICATION STATEMENT</th>
</tr>
</thead>
</table>

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S.§4911.

Additionally, I verify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S.§4904 relating to unsworn falsification to authorities and may result in the suspension, revocation or denial of my license, certificate, permit or registration.

Signature of Applicant: ___________________________________________ Date: _______________
**CERTIFICATION OF GRADUATION**

**Section A – To be completed by the applicant:**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>STREET</td>
<td>CITY</td>
<td>STATE</td>
</tr>
</tbody>
</table>

**Section B – To be completed by the proper official of the school:**

**Applicants may not complete this section of the certification form**

I certify that ____________________________ successfully completed the required courses in the study of dental hygiene and was graduated from the following program:

Name of Dental Hygiene School: _______________________________________________

City and State: __________________________ Date of Graduation: ________________________

I further certify that this dental hygiene education program is accredited by the Commission on Accreditation of the American Dental Association.

____________________________________
Signature of Proper Official of School

____________________________________
Date

( SEAL OF SCHOOL )

*FORM MUST BE RETURNED DIRECTLY TO THE BOARD OFFICE IN A SEALED OFFICIAL SCHOOL ENVELOPE*  
(Note: Form may not be completed, signed, or submitted prior to graduation)