

INSTRUCTIONS FOR A TEMPORARY DENTAL HYGIENE PERMIT

A completed application shall include the following unless otherwise stated below. An incomplete application and/or fee will delay the processing of your application. Incomplete applications remain active for one year from the date of receipt. After one year from date of receipt, you would need to reapply for Virginia licensure. Documents submitted with an application are the property of the Board of Dentistry and cannot be returned.

Note: A temporary permit shall be issued only to those eligible graduates who serve:

1. In the Department of Health in a dental clinic operated by the Commonwealth of Virginia **or**
2. In the Department of Behavioral Health and Developmental Services in a dental clinic operated by the Commonwealth of Virginia **or**
3. In a Virginia charitable corporation granted tax-exempt status under § 501 (c) (3) of the Internal Revenue Code and operated as a clinic for the indigent and uninsured that is organized for the delivery of primary health care services: (i) as a federally qualified health center designated by the Centers for Medicare & Medicaid Services (CMS) **or** (ii) at a reduced or sliding fee scale or without charge.

- 1. **Application:** Please be sure that all information and questions are completed on the application. **Not answering all questions and supplying all information will result in a delay of your application. Also, if there are discrepancies in your application, then the Board may ask for additional clarification or may send your application to Enforcement for an investigation.**
- 2. **Application Fee:** The fee for a temporary **dental hygiene permit is \$175** and must be paid with a check or money order, made payable to **The Treasurer of Virginia**. The fee can be used for one year from date of receipt. Pursuant to 18VAC60-25-30(F), all fees are non-refundable. Your application will not be reviewed until you have submitted payment.
- 3. **Official Transcript:** Final **original** transcript bearing SEAL, date degree received (conferred date) and registrar's signature. Copies of transcripts, certificates and diplomas are not acceptable.

Applicant for a Temporary Dental Hygiene Permit is required to be a graduate of a CODA/CDAC accredited program.

(Options: Mail to the Board (address listed above) or the school, e-scrip, or parchment services provider may directly email the transcript information to bodlicensing@dhp.virginia.gov.)

Note: An official transcript –must be on original official school paper (sealed) or an online version that Board staff must download from the school, e-scrip, or parchment services website. **Documentation from foreign countries non-accredited CODA/CDAC schools' programs is not required and will not be considered.**

- 4. **Form B Chronology:** List **ALL** personal and professional activities, to include all time periods of employment and unemployment, since receiving degree. (*Resumes and curriculum vitae are not accepted as substitutes for completing the chronological listing Form B and will not be considered.*)
- 5. **Form C License Verification:** **Original** licensure status and certification from every jurisdiction in which you currently hold or have ever held a license/registration/certification to practice as a dentist **or** as another health care professional. Copies of permits are not accepted. Certifications cannot be older than 6 months from date prepared. **Not disclosing all license/registration/certification ever held as a dental hygienist or as another health care professional, will result in your application being sent to Enforcement for an investigation.**

(Options: Mail to the Board (address listed above) or have the issuing state official state representative email the verification directly to bodlicensing@dhp.virginia.gov. If the issuing state/jurisdiction (agency) does not provide an original document, then the applicant must provide/submit the issuing agency statement as to why the issuing agency does not provide verification and submit a copy of the electronic version from the issuing agency website to the Board using either option.)

Documentation from foreign countries is not required and will not be considered.

- ___ 6. **NBDHE:** An **original** grade card **indicating passage of all parts of the National Board Dental Hygiene Examination** issued by the Joint Commission on National Dental Examinations is required. Copies of grade cards are not accepted. (**Must be mailed to the Board or you must contact the testing agency to request that your test results be made available to the Virginia Board of Dentistry via online access portal.**)

- ___ 7. **Clinical Scores:** An **original** detailed score card or report (meaning 1 because score cards cannot be combined) from a Board Approved testing agency documenting passage of a clinical competency examination; meaning a formal test of knowledge and competence in the evaluation, diagnosis, and treatment of dental conditions and the prevention of dental diseases which includes live patient and/or manikin based testing methods to demonstrate the skills needed to safely provide care and treatment of patients, is required.

Candidate's score cards are not acceptable. All score cards or reports must be requested by the applicant. (Canadian exams are not accepted.) Certificates are not accepted. (Options: Mail to the Board (address listed on page 1) or have the testing agency official representative email the score report directly to bodlicensing@dhp.virginia.gov, or if applicable, you contact the testing agency and request your test results be made available to the Virginia Board of Dentistry via their online access portal.)

See Guidance Document 60-26 Policy on Dental Hygiene Clinical Competency Examination Requirements for Licensure.

- ___ 8. **NPDB: Original** current report, not older than 6 months from date prepared, must be obtained by Self Query from the National Practitioner Data Bank (NPDB), which may be requested through their website at www.npdb.hrsa.gov. There is a fee for the report. ***This report from NPDB is required from all applicants, without exception pursuant to Regulation 18VAC60-25-130A(3).***

- ___ 9. **Legal/Name Change:** Documentation must be provided to show each name change if your name has ever been changed since graduation from a CODA or CDAC accredited program or were licensed in other jurisdictions **or other than what is listed on your application**. Photocopies of marriage licenses or court orders are accepted.

- ___ 10. Please be aware that your signed application affidavit authorizes the release of confidential information, affirms that your application is complete and correct, and attests that you have read, understand, and will remain current with the laws and the regulations governing the practice of dentistry in Virginia. Review the laws and regulations via the "Laws and Regulations" tab at www.dhp.virginia.gov/dentistry.

- ___ 11. **Address of Record and Publically Disclosable Address:** Consistent with Virginia law §54.1.2400.02 and the mission of the Department of Health Professions, addresses of licensees are made available to the public. Normally, the Address of Record is the publically disclosable address. If you do not want your Address of Record to be made public, state law allows you to provide a second, publically disclosable address. Typically, this other address is the work or practice address. If you would like for your Address of Record to be made available to the public, complete both sections with the same address.

Applicants for a Temporary Dental Hygiene Permit who will serve as clinician in a dental clinic operated by a Virginia charitable corporation are **additionally required to:** Provide documentation verifying the charitable corporation's tax-exempt status under §501(c)(3) of the Internal Revenue Code, and that it operates as a clinic for the indigent and uninsured that is organized for the delivery of primary health care services:

- a. As a federal qualified health center designated by the Centers for Medicare and Medicaid Services, or;
- b. At a reduced or sliding fee scale or without charge

Notes:

- **The holder of a Temporary Dental Hygiene Permit shall not be entitled to receive any fee or compensation other than salary.**
- Such permits shall be valid for no more than two years and shall expire on June 30th of the second year after their issuance or shall terminate when the holder ceases to serve as a clinician with the certifying agency or corporation. Such permit may be renewed if extraordinary circumstances prevented the holder from qualifying for an unrestricted license.
- Completed applications cannot be accessed or edited once they have been submitted.
- If your Virginia License is not issued within 6 months of the date of the NPDB (National Practitioner Databank) Self Query Report and certification of state licensure, then you will be asked to submit a current NPDB Self Query Report and current state licensure certification before your application can be reviewed for approved.

- To receive notice that your supporting documents have been delivered to the Board, it is suggested that the documents be mailed using FedEx or UPS with “Delivery Confirmation”. **Mail sent by USPS is sent to a separate state processing facility that is offsite; therefore, mail can be delayed. Note: if you send something certified by USPS it only verifies that it got to the processing facility and not the Board.**
- Applicant will be notified via email of missing application items within approximately 15 business days from receipt of an application. Once your application is deemed complete, allow 30 business days processing time.

Related contact information:

National Practitioner Data Bank

P.O. Box 10832
Chantilly, VA 20153
1-800-767-6732
www.npdb.hrsa.gov

National Board Scores

Joint Commission on National Dental Hygiene Examinations (NBDHE)
211 East Chicago Avenue
Chicago, IL 60611-2678
1-800-232-1694
<https://jcnde.ada.org/>



9960 Mayland Drive, Suite 300
 Henrico, Virginia 23233
 (804) 367-4538 (Tel)
 (804) 698-4266 (eFax)
bodlicensing@dhp.virginia.gov
<https://www.dhp.virginia.gov/Boards/Dentistry/>

APPLICATION FOR A TEMPORARY DENTAL HYGIENE PERMIT Page 1

INSTRUCTIONS: Type or print clearly. Complete all sections. If the space provided for any answer is insufficient, complete your answer on a separate page, specify the number of the question to which it relates, sign the page and enclose it with the application.

I. GENERAL INFORMATION: PLEASE COMPLETE ALL SECTIONS (PRINT OR TYPE)

Name: Last*		First	Middle/Maiden	Suffix
Address of record(Mailing Address)		City	State	Zip Code
Publicly Disclosable Address		City	State	Zip Code
Telephone Number				
Email address			Fax #	
Date of Birth		Social Security Number or Virginia DMV control Number**		
____/____/____ Month Day Year		____-____-____ --- --		
Graduation Date	Professional Degree	School	City	State
____/____/____ Month Day Year				

APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

TRANSCRIPT	CLINICAL EXAM	NATIONAL BOARD
NATIONAL PRACTITIONER DATA BANK	CHRONOLOGY (FORM B)	TAX EXEMPT DOCUMENTATION

CERTIFICATION (LICENSE FROM OTHER STATES (Form C or LETTER)

***Name change:** Documentation must be provided to show name change(s) if name has ever been changed from the time you attended school or while you were licensed in other jurisdictions.

****In accordance with § 54.1-116 of the Code of Virginia, you are required to submit your Social Security Number or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended, and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities.**

FEE AMOUNT	APPLICANT #	LICENSE #	DATE ISSUED

II. EXAMINATIONS –REPORT EVERY EXAM TAKEN ALL QUESTIONS MUST BE ANSWERED

- | | |
|---|--|
| 1. Southern Regional Testing Agency (SRTA) – Exam Site _____
[] Passed [] Failed [] Never Taken [] Taken more than once (attach explanation) | _____/_____/_____
Month/ Day / Year |
| 2. Western Regional Examining Board (WREB) – Exam Site _____
[] Passed [] Failed [] Never Taken [] Taken more than once (attach explanation) | _____/_____/_____
Month/ Day / Year |
| 3. North East Regional Board (NERB/CDCA) – Exam Site _____
[] Passed [] Failed [] Never Taken [] Taken more than once (attach explanation) | _____/_____/_____
Month/ Day / Year |
| 4. Central Regional Dental Testing Services, Inc. (CRDTS) –Exam Site _____
[] Passed [] Failed [] Never Taken [] Taken more than once (attach explanation) | _____/_____/_____
Month/ Day / Year |
| 5. Council of Interstate Testing Agencies, Inc. (CITA) –Exam Site _____
[] Passed [] Failed [] Never Taken [] Taken more than once (attach explanation) | _____/_____/_____
Month/ Day / Year |
| 6. CDCA-WREB-CITA (ADEX) –Exam Site _____
[] Passed [] Failed [] Never Taken [] Taken more than once (attach explanation) | _____/_____/_____
Month/ Day / Year |
| 7. State of _____ Exam Site _____
[] Passed [] Failed [] Never Taken [] Taken more than once (attach explanation) | _____/_____/_____
Month/ Day / Year |
| 8. National Board Examination: (Original grade cards are required)
[] Passed [] Failed [] Never Taken [] Taken more than once (attach explanation) | _____/_____/_____
Month/ Day / Year |

The Board must receive an original score card or report from the testing agency for each examination reported above. See the Application Instructions #6 & #7 for more details.

III. APPLICANT HISTORY: ALL QUESTIONS MUST BE ANSWERED.
If any of the following questions are answered “YES”, explain, and substantiate with documentation. Letters must be submitted by your attorney regarding malpractice suits. Letters must be submitted by any treating professionals regarding health treatment and shall include diagnosis, treatment, and prognosis

1. Are you relocating to Virginia or an adjoining state or the District of Columbia with a spouse who is 1) on federal active-duty orders, or 2) a veteran who has left active-duty service within one year of submission of this application? If “YES”, include a copy of the official military orders with the application. [] Yes [] No
2. Are you active-duty military? If “YES”, include a copy of your official military orders with the application. [] Yes [] No
3. List in chronological order the dental hygiene school(s) attended:
- | Begin Date | Year Completed | Name of Dental Hygiene School | Degree/Certificate Awarded |
|------------|----------------|-------------------------------|----------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
4. List all licenses/registrations/certificates which you have been issued to practice dental hygiene or any other health care professional.
- | Jurisdiction | Number | Type | Date Issued | Exp. Date |
|--------------|--------|-------|-------------|-----------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

5.	Have you ever been dropped, suspended, expelled, or disciplined by any school or college for any cause whatever? If "YES", give details, schools(s), address(es) and date(s). Please note: the Board may ask for additional documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ _____		
6.	Have you ever been denied a license, or the privilege of taking a dental hygiene licensure/competency examination by a licensing authority? If "YES", give detail(s), jurisdiction(s) and date(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ _____		
7.	Have you ever been convicted of a violation or plead Nolo Contendere, to any federal, state, or local statute, regulations, or ordinance, or entered into any plea bargaining relating to a felony misdemeanor (excluding traffic violations, except convictions for driving under the influence)? Any information concerning an arrest, charge, or conviction that has been sealed, including arrests, charges, or convictions for possession of marijuana, do not have to be disclosed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "YES", give details, jurisdiction(s) and date(s) on a separate page, and include a copy of the disposition/record certified by the Clerk of the Court.		
_____ _____		
8.	Have you ever voluntarily surrendered your clinical privileges while under investigation, been censured or warned or been requested to withdraw from the staff of any hospital, nursing home other health care facility, or any health care provider? If "YES", give details, jurisdiction(s), and date(s) on a separate page. Please note: the Board may ask for additional documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ _____		
9.	Have you ever had any membership in a professional society revoked, suspended, or sanctioned in any manner? If "YES", give details, jurisdiction(s), and date(s) on a separate page. Please note: the Board may ask for additional documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ _____		
10.	Have you ever been a defendant in a military court martial or received medical or other than honorable discharge? If "YES", give details, jurisdiction(s), and date(s) on a separate page. Please note: the Board may ask for additional documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ _____		
11.	Have you had any malpractice suits brought against you in the past ten (10) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "YES", please provide details for each pending or closed case, list additional claim(s) on a separate page , and provide a letter from your attorney explaining each case.		
Claimant: _____ Date of Incident _____		
Name of Defense Attorney: _____		
Settlement or Verdict Amount: _____		
Name of Involved Insurance Company: _____		
Brief description of the claim: _____		
_____ _____		

Additional Licensure Questions:

1. Do you have any reason to believe that you would pose a risk to the safety or well-being of your patients or clients? If "YES", please provide a full explanation and supporting documentation to the Board. Please note: the Board may ask for additional documentation. [] Yes [] No

2. Are you able to perform the essential functions of a practitioner in your area of practice with or without reasonable accommodation? If "NO", please provide a full explanation and supporting documentation to the Board. Please note: the Board may ask for additional documentation. [] Yes [] No

3. Have you ever been disciplined by any entity? If "YES", please provide a full explanation and supporting documentation to the Board. Please note: the Board may ask for additional documentation. [] Yes [] No

4. Have you ever had any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity? If "YES", please provide a full explanation and supporting documentation to the Board. Please note: the Board may ask for additional documentation. [] Yes [] No

**VIRGINIA BOARD OF DENTISTRY
APPLICATION AFFIDAVIT**

I hereby certify that I am the person referred to in the forgoing application and the attached supporting documents and that the information on this application and in the attachments is true, complete, and correct to the best of my knowledge.

I hereby authorize all hospitals, institutions or organizations, my references, personal physicians, employers (past and present) business and professional associates (past and present) and all governmental agencies and instrumentalities (local, state, federal or foreign) to release to the Virginia Board of Dentistry any information, files or records requested by the Board which is material to me and my application.

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information on this application, I hereby agree that such act shall constitute cause for the denial, suspension, or revocation of my license to practice dental hygiene in the Commonwealth of Virginia.

I have carefully read the laws and regulations related to the practice of dentistry and dental hygiene. I hereby agree to abide by and remain current with the applicable laws and regulations which are available on <http://www.dhp.virginia.gov/Boards/Dentistry/PractitionerResources/LawsRegulations/>, and

I have attached a check or money order in the amount of \$ _____ made payable to the **Treasurer of Virginia**. I fully understand that funds submitted as part of the application shall not be refunded.

Applicant Signature _____
Date



Virginia Department of
Health Professions
 Board of Dentistry

9960 Mayland Drive, Suite 300
 Henrico, Virginia 23233
 (804) 367-4538 (Tel)
 (804) 698-4266 (eFax)

bodlicensing@dhp.virginia.gov
<https://www.dhp.virginia.gov/Boards/Dentistry/>

FORM B CHRONOLOGY

APPLICANT NAME: _____

Every applicant must provide a complete chronological, personal, and professional history of all activities you have engaged in since receiving your degree or certification, including teaching positions, all periods of non-professional activity or employment, volunteer work and all periods of unemployment. **Curriculum vitae and resumes are not accepted as substitutes for completing the chronological listing and will not be considered.**

Form B may be photocopied if copies are needed.

FROM Month/Year	TO Month/Year	Employer/Location of Private Practice, Complete Address, Contact Person & Telephone #	Position Held



9960 Mayland Drive, Suite 300
 Henrico, Virginia 23233
 (804) 367-4538 (Tel)
 (804) 698-4266 (eFax)
bodlicensing@dhp.virginia.gov
<https://www.dhp.virginia.gov/Boards/Dentistry/>

FORM C CERTIFICATION OF DENTAL HYGIENE BOARDS

Please forward one form to each state dental/dental hygiene board where you hold or have ever held a dental/dental hygiene license. Some states require a fee, paid in advance, for providing this information. To expedite, you may wish to contact the applicable state board(s). Form C may be photocopied if copies are needed.

I am making application for licensure in Virginia by:

- | | | |
|---|---|--|
| <input type="checkbox"/> Examination for Dental License | <input type="checkbox"/> Examination for Dental Hygiene License | <input type="checkbox"/> Dental Restricted Volunteer License |
| <input type="checkbox"/> Credentials for Dental License | <input type="checkbox"/> Credentials for Dental Hygiene License | <input type="checkbox"/> Dental Hygiene Restricted Volunteer License |
| <input type="checkbox"/> Dental Faculty License | <input type="checkbox"/> Dental Hygiene Faculty License | <input type="checkbox"/> Dental Reinstatement |
| <input type="checkbox"/> Dental Temporary Permit | <input type="checkbox"/> Dental Hygiene Temporary Permit | <input type="checkbox"/> Dental Hygiene Reinstatement |

I was granted License Number _____, on _____, _____ Month _____ Date _____ Year. _____ by the State of _____.

_____ The Virginia Board of Dentistry requires that I submit evidence of the status of my license. You are hereby authorized to release any information in your files, favorable or otherwise directly to the **Virginia Board of Dentistry at 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233** or bodlicensing@dhp.virginia.gov. Your early attention is appreciated.

Applicant's Signature

Applicant's Typed/Printed Name

Applicant's Address

Executive Officer of the Board: please send this form directly to the Virginia Board of Dentistry.

State of _____ Name of Licensee _____

Graduate of _____ License # _____ Issued _____

By: Examination* Credentials Reciprocity with the State of _____ Endorsement with the State of _____

*If licensed by a state administered examination, please provide a score card or report which shows that testing included live patients.

License is: Current-Expires _____ Active Inactive Lapsed-Expired _____

Has applicant's license ever been disciplined, suspended or revoked NO YES

If "YES", give details and attach supporting documentation (Finding of Fact, Conclusions of Law, Orders): _____

Comments, if any: _____

SEAL

Signature

Title

Date

Print Name