

INSTRUCTIONS FOR A FACULTY LICENSE TO TEACH DENTAL HYGIENE

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.

An applicant for a Faculty License to Teach Dental Hygiene must meet the following qualifications:

1. Is a graduate of a dental hygiene school or college or the dental hygiene department of a college or university accredited by the Commission of Dental Accreditation of the American Dental Association;
2. Has a B.S., B.A., A.B., or M.S. degree and is otherwise qualified;
3. Is not licensed to practice dental hygiene; and
4. Has a license to practice dental hygiene in at least one other United States jurisdiction.

— 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 **Faculty License to Teach Dental Hygiene 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. **Form A: Original** certification of graduation by each dental hygiene school which granted you a degree or certificate. Applicants must submit a Form A for each degree and or certificate earned from a dental hygiene program accredited by the Commission on Dental Accreditation of the American Dental Association (CODA). The school may use this form or its own form to meet this requirement. The certification must bear the school's seal or be on letterhead and must include the program's CODA accreditation status at the time you completed the program. Documentation from foreign schools is not required and will not be considered.

— 4. **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.

(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.**

— 5. **Form B Chronology:** List **ALL** personal and professional activities, to include all time periods of employment and unemployment, since receiving your dental hygiene degree. (*Resumes and curriculum vitae are not accepted as substitutes for completing the chronological listing on Form B and will not be considered.*)

— 6. **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 on page 1) 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.)

Applicants for a Faculty License to Teach Dental Hygiene are required to hold a current, active license to practice dental hygiene in at least one other U.S. State or Jurisdiction.

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

7. **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. (You must contact the testing agency to request that your test results be made available to the Virginia Board of Dentistry via their online access portal and **then notify the Board when it is available.**)
8. **NPDB:** A 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. **Letter of Employment: Original** letter from the dean or program director of the dental program, on letterhead, verifying that the applicant is being hired by the program which includes an assessment of the applicant's clinical competency and clinical experience that qualifies the applicant for a faculty license.
10. Please be aware that your electronic signature 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 regulations governing the practice of dentistry in Virginia. Review the laws and regulations via the "Laws and Regulations" tab at: <http://www.dhp.virginia.gov/Boards/Dentistry/PractitionerResources/LawsRegulations/>.
11. **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.
12. **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.

Notes:

- **The holder of a Faculty License to Teach Dental Hygiene may practice intramurally but cannot practice privately.**
- Completed applications cannot be 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, you will be asked to submit a current NPDB Self Query Report and current state licensure certification before your application can be reviewed.
- 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.**
- Applicants will be notified via email of missing application items within approximately 15 business days of receipt of an application. Once your application is complete, allow 30 business days processing time.

Related contact information:

National Practitioner Data Bank
P.O. Box 10832
Chantilly, VA 20153-0832
1-800-767-6732
www.npdb.hrsa.gov

National Board Scores
American Dental Association Commission on Dental Accreditation
211 East Chicago Ave.
Chicago, IL 60611-2678
1-800-232-1694 www.ada.org/en/jcnde/examinations/



APPLICATION FOR A FACULTY LICENSE TO TEACH DENTAL HYGIENE 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: COMPLETE ALL SECTIONS (PRINT OR TYPE)

Name: Last*	First	Middle/Maiden	Suffix
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Address of record (Mailing Address)	City	State	Zip Code	Telephone Number
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Publicly Disclosable Address	City	State	Zip Code	Telephone Number
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Email Address:	Fax#
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Print Name as you wish it to appear on your license	Place of Birth
---	----------------

Date of Birth ____/____/____ Month Day Year	Social Security Number or Virginia DMV control Number** ____-____-____
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DENTAL HYGIENE PROGRAM GRADUATION DATE ____/____/____ Month Day Year	PROFESSIONAL DEGREE	DENTAL HYGIENE PROGRAM/SCHOOL CITY/STATE OR COUNTRY
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APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

DATE RECEIVED	NATIONAL PRACTITIONER DATA BANK	NATIONAL BOARD
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TRANSCRIPT	CHRONOLOGY (FORM B)	CERTIFICATION (EDUCATION) (FORM A)
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CERTIFICATION (LICENSE FROM OTHER STATES (Form C or LETTER)	VERIFY NEVER LICENSED IN VIRGINIA
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***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
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II. ALL EXAMINATIONS	Please answer <u>all</u> "exam" questions "1" through "8"																
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) . (CITA) –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																
9. [] Never Taken a clinical examination (attach explanation)																	
The Board must receive an <u>original</u> score card or report from the testing agency for each examination reported above.																	
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, <u>or</u> 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 including months and years, the dental hygiene program/school(s) attended:																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">Months & Years</th> <th style="text-align: left; width: 40%;">Name of Dental Hygiene School</th> <th style="text-align: left; width: 30%;">Passed/Failed</th> </tr> </thead> <tbody> <tr> <td>_____ to _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____ to _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____ to _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Months & Years	Name of Dental Hygiene School	Passed/Failed	_____ to _____	_____	_____	_____ to _____	_____	_____	_____ to _____	_____	_____					
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_____ to _____	_____	_____															
_____ to _____	_____	_____															
_____ to _____	_____	_____															
4. List all jurisdictions in which you currently hold or have ever held a license/registration/certification to practice as a dental hygienist or as another health care professional.																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 20%;">Jurisdiction</th> <th style="text-align: left; width: 20%;">License Number</th> <th style="text-align: left; width: 20%;">Date Issued</th> <th style="text-align: left; width: 40%;">Expiration Date</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Jurisdiction	License Number	Date Issued	Expiration Date	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
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_____	_____	_____	_____														
_____	_____	_____	_____														
_____	_____	_____	_____														
5.. Have you ever been denied a license, or the privilege of taking a dental licensure/competency examination by a licensing authority? If "YES", give detail(s), jurisdiction(s) and date(s).	[] Yes [] No																
_____ _____																	

6.	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 or 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.” Please note: the Board may ask for additional documentation. 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. _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	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
8.	Have you ever had any of the following disciplinary actions taken against your license to practice dentistry, your DEA permit, Medicare, Medicaid, or are any such actions pending: suspension/revocations, or probations, or reprimand/cease and desist, or monitoring of practice, or limitation placed on scheduled drugs? 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
7.	Have you had any malpractice suits brought against you in the past ten (10) years? 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: _____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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, and I declare under penalty of perjury that my answers and all statements made by me in the application and supporting documents are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension, or revocation of my license to practice 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



FORM A
CERTIFICATION OF DENTAL HYGIENE SCHOOL

Applicant: Enter only your name and graduation date below, then send this form to the Dean or Director of each Dental School or Program which granted you a degree or certificate.

APPLICANT _____ **GRADUATION DATE:** _____

DEAN/PROGRAM DIRECTOR: Please provide certification that the applicant named above received a dental hygiene degree or certificate from your program and certification that the program completed was accredited by the Commission on Dental Accreditation of the ADA (CODA) at the time the applicant completed the program. These certifications may be provided by completing this form or by providing a letter with all the information requested on this form. Either document must bear the school's seal. Certifications made prior to the applicant's graduation cannot be accepted.

NAME OF SCHOOL: _____

NAME OF PROGRAM: _____

PROGRAM'S CODA/CDAC ACCREDITATION STATUS ON THE DATE THE DEGREE OR CERTIFICATION WAS GRANTED:

- A1: Approval (without reporting requirements) []
- A2: Approval (with reporting requirements) []
- IA: Initial accreditation []
- DIS: Accreditation voluntarily discontinued []
- WDRN: Accreditation withdrawn []
- X: Intent to withdraw accreditation []
- T: Program is in Teach-Out by institution []
- NE: Required period of non-enrollment []

DEGREE or CERTIFICATION GRANTED: _____

DATE GRANTED: _____ / _____ / _____
Month Day Year

By affixing my signature below, I certify that the applicant named above is a graduate and a holder of a diploma or a certificate from a CODA accredited dental program.

SEAL

Signature

Print Name

Title

Date

DEAN/REGISTRAR: Please provide the applicant an original, final transcript of this alumni record, to include courses, grades, degree or certificate received, and date the degree or certificate was conferred, which bears the certified signature of the registrar and has the college seal affixed.



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

NAME OF APPLICANT: _____

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 additional space is needed.

FROM Month/Year	TO Month/Year	POSITION/ACTIVITY	Employer/Contact Person for practice verification and the person's Complete Address, and Telephone number



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 C
CERTIFICATION OF DENTAL HYGIENE LICENSURE

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 _____, by the State of _____
Month Date Year.

_____. 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