

## INSTRUCTIONS FOR A TEMPORARY DENTAL 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.

- \_\_\_\_\_ 1. **Application:** Please be sure that all information and questions are completed on the application.
- \_\_\_\_\_ 2. **Application Fee:** The fee for a **temporary dental permit is \$400** 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 18VAC60-21-40(G) all fees are non-refundable. Your application will not be reviewed until you have submitted payment.
- \_\_\_\_\_ 3. **Form A Certification of Graduation: Original** certification of graduation by each dental school which granted you a dental degree (DDS/DMD) from a dental program accredited by the Commission on Dental Accreditation of the American Dental Association (CODA) or the Commission on Dental Accreditation of Canada (CDAC), which consists of either a pre-doctoral dental education program or at least a 12-month post-doctoral advanced general dentistry program or a post-doctoral dental education program in any other specialty. Faxed copies are not acceptable. Applicants must submit a Form A for **each** degree and/or certificate earned from a dental program accredited by the Commission on Dental Accreditation of the American Dental Association. 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. **(May be mailed to the Board or emailed to the Board directly from the school/agency official representative.)**

**Applicants for a Temporary Dental Permit are required to be a graduate of a CODA/CDAC accredited pre-doctoral dental education program (DDS/DMD) from a dental school or college or the dental department of a college or university.**

- \_\_\_\_\_ 4. **Official Transcript:** Final **original** transcript bearing SEAL, date degree received and registrar's signature for each CODA/CDAC accredited dental program you have completed. Copies of transcripts, certificates and diplomas are not acceptable. May be mailed/emailed to the Board. An official transcript –must be on original official school paper (sealed) or an online version that Board staff must download from the college, e-scrip or university website.
- \_\_\_\_\_ 5. **Form B Chronology:** List **ALL** personal and professional activities, to include all time periods of employment and unemployment, since receiving your doctoral degree or post-doctoral advanced certification. *(Resumes and curriculum vitae are not accepted as substitutes for completing the chronological listing on Form B and will not be considered.)* **(Form B may be emailed/faxed/mailed to the Board)**
- \_\_\_\_\_ 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. **(May be mailed to the Board or emailed to the Board directly from the issuing state official representative.)**
- \_\_\_\_\_ 7. **NBDE:** An **original** grade card **indicating passage of all parts of the National Board Dental 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 if applicable, 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.)**
- \_\_\_\_\_ 8. **NPDB:** An **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](http://www.npdb.hrsa.gov). There is a fee for this report. ***This report from NPDB is required from all applicants, without exception (Regulation 18VAC60-21-190.3). (Must be mailed & received at the Board in its original sealed envelope.)***

- \_\_\_\_\_ 9. **Letter of Employment: Original** letter from the State Agency Director or Commissioner or the chief executive officer of the Virginia charitable corporation, on letterhead, certifying that you are being hired by the agency or corporation to serve as a clinician in the specified dental clinic.
- \_\_\_\_\_ 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 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](http://www.dhp.virginia.gov/dentistry).
- \_\_\_\_\_ 11. **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. ***(May be mailed, faxed or emailed to the Board.)***
- \_\_\_\_\_ 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.

Applicants for a Temporary Dental 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:**

- Completed applications cannot be accessed or edited once they have been submitted.
- **The holder of a Temporary Dental 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 30<sup>th</sup> 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.
- If your Virginia Permit 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.
- **DEA Registration:** Applicants must have a dental license prior to applying for a DEA License. Requests for an application in Virginia should be made to the following: Drug Enforcement Administration, Attn: Registration Section/ODR, P.O. Box 2639, Springfield, VA 22152-2639; 1-800-882-9539; [www.deadiversion.usdoj.gov](http://www.deadiversion.usdoj.gov)
- To receive notice that your supporting documents have been delivered to the board, it is suggested that the documents be mailed by Fed-Ex or UPS with “Delivery Confirmation”.
- Applicants will be notified 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. P.O. Box 10832  
Chantilly, VA 20153  
1-800-767-6732  
[www.npdb.hrsa.gov](http://www.npdb.hrsa.gov)

**National Board Scores / Joint Commission on National Dental Examinations**  
211 East Chicago Avenue  
Chicago, IL 60611-2678  
1-800-232-1694  
[www.ada.org/jcnde/examinations](http://www.ada.org/jcnde/examinations)



9960 Mayland Drive, Suite 300  
 Henrico, Virginia 23233  
 (804) 367-4538 (Tel)  
 (804) 698-4266 (eFax)  
[denbd@dhp.virginia.gov](mailto:denbd@dhp.virginia.gov)  
[www.dhp.virginia.gov/dentistry](http://www.dhp.virginia.gov/dentistry)

## APPLICATION FOR A TEMPORARY DENTAL 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: 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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Date of Birth ____/____/____ Month Day Year	Social Security Number or Virginia DMV control Number** ____-____-____
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DDS/DMD GRADUATION DATE ____/____/____ Month Day Year	PROFESSIONAL DEGREE (DDS/DMD)	CODA/CDAC APPROVED DENTAL SCHOOL/CITY/STATE
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RESIDENCY/SPECIALTY GRADUATION DATE ____/____/____ Month Day Year	RESIDENCY/SPECIALTY DEGREE or CERTIFICATE	CODA/CDAC APPROVED DENTAL SCHOOL/CITY/STATE
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### APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

DATE RECEIVED	CHRONOLOGY	____ NATIONAL PRACTITIONER DATA BANK	NATIONAL BOARD
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TRANSCRIPT	CERTIFICATION (EDUCATION) (FORM A)	CERTIFICATION (LICENSE FROM OTHER STATES) (Form C or Letter)
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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	APPLICANT #	LICENSE #	DATE ISSUED	VERIFY NEVER LICENSED IN VIRGINIA
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**APPLICATION FOR A TEMPORARY DENTAL PERMIT** Application Page 2

**II. ALL EXAMINATIONS: Answer all questions "1" through "7"**

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

**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 school(s) attended (include specialty and advanced programs):  |   |  |  |                                      |
| Months & Years<br>_____ to _____<br>_____ to _____<br>_____ to _____   | Name of Dental School (ADA-CODA)<br>_____<br>_____<br>_____ | Passed/Failed<br>_____<br>_____<br>_____ |  |                                      |
| 4. List all jurisdictions in which you currently hold or have ever held a license/registration/certification to practice as a dentist or as another health care professional.  |   |  |  |                                      |
| Jurisdiction<br>_____<br>_____<br>_____  | Number<br>_____<br>_____<br>_____                           | Type<br>_____<br>_____<br>_____          | Date Issued<br>_____<br>_____<br>_____ | Exp. Date<br>_____<br>_____<br>_____ |

5. Have you ever been dropped, suspended, expelled, or disciplined by any school or college for any cause whatever? If "YES", give detail(s), jurisdiction(s) and date(s). [ ] Yes [ ] No

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6. 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

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7. Have you ever failed a dental licensing examination(s)? If "YES", give detail(s), jurisdiction(s) and date(s). [ ] Yes [ ] No

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\_\_\_\_\_

8. 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). [ ] Yes [ ] 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.

\_\_\_\_\_

\_\_\_\_\_

9. Have you had any malpractice suits brought against you in the past ten (10) years? [ ] Yes [ ] 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. A. Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner? If "YES", please provide a full explanation. [ ] Yes [ ] No

\_\_\_\_\_

\_\_\_\_\_

B. Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior? If "YES", please provide a full explanation. [ ] Yes [ ] No

\_\_\_\_\_

\_\_\_\_\_

2.	<p>A. Within the past five years, have you been disciplined by any entity? If "YES" please provide a full explanation and any associated orders or letters from the entity.</p> <p>_____</p> <p>_____</p>	[ ] Yes [ ] No
	<p>B. Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior? If "YES" please provide a full explanation and any associated orders or letters from the entity.</p> <p>_____</p> <p>_____</p>	[ ] Yes [ ] No
3.	<p>Do you currently have any physical condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner?</p> <p>*"Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing Dentist. If "YES", please provide a full explanation. <b>Note:</b> the Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.</p> <p>_____</p> <p>_____</p>	[ ] Yes [ ] No
4.	<p>Do you currently* have any mental health condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner?</p> <p>*"Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing Dentist. If "YES", please provide a full explanation. <b>Note:</b> the Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.</p> <p>_____</p> <p>_____</p>	[ ] Yes [ ] No
5.	<p>Do you currently* have any condition or impairment related to alcohol or other substance use that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner?</p> <p>*"Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing Dentist. If "YES", please provide a full explanation. <b>Note:</b> the Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.</p> <p>_____</p> <p>_____</p>	[ ] Yes [ ] No
6.	<p>Within the past five years, have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity?</p> <p>If "YES", please provide a full explanation and any associated orders or letters from the entity. <b>Note:</b> the Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.</p> <p>_____</p> <p>_____</p>	[ ] 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 [www.dhp.virginia.gov/dentistry](http://www.dhp.virginia.gov/dentistry), 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





