



TEXAS STATE BOARD OF DENTAL EXAMINERS

333 Guadalupe, Tower 3, Suite 800, Austin, Texas 78701-3942

Phone (512) 463-6400 Fax (512) 463-7452



TSBDE EXPO 2019

For Dental Hygiene Graduates

We are pleased to announce we will be offering the option to all dental hygiene graduates to attend Licensing Expo for onsite application processing! Licensing Specialists will be on hand to help in the process. This provides recent graduates the opportunity to walk-in with the required documentation in hand for the Licensing Team to approve on the spot.

The Expo will take place Friday, **June 7, 2019** at the **William P. Hobby Building, 333 Guadalupe St, Tower 2 Rm 225 Austin TX 78701**. **TSBDE staff will begin processing applications at 7:30 AM. Applicants will need to be checked in by 4:00 PM in order to receive same day processing.** We are expecting a high attendance rate, so you may experience a long wait time.

Attached is a checklist of documents you will need. Copy machines will not be available, so be sure to have all your documents together.

After your application has been processed, a license number will be issued to you with an expiration status. You will also receive a 30 day approval letter that allows you to begin practicing. After your initial renewal is paid you will receive a certificate within 10 to 15 business days.

In addition, we will have a computer lab on hand for you to complete your initial renewal to activate your license. This is optional.

We look forward to seeing everyone at the Expo!

TSBDE Licensing Division



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Dental Hygiene Application Checklist –

All documents must be on 8 ½ X 11 paper (excluding passport photo).

- Online Application Summary and Online Payment Summary. (Military Active Duty, Veterans and Military Active Duty Spouses do not pay an application fee).
- 1- 2x2 passport photo (No photo copies will be accepted).
- Copy of driver's license, naturalization papers, or passport.
- Proof of current Basic Life Support (BLS) CPR certification.
- Official school transcript *showing proof of graduation* from a Commission on Dental Accreditation-accredited (CODA) dental hygiene school. **Transcripts must remain in the original sealed envelope.**
- Proof of successful completion of a dental hygiene examination administered by an approved regional clinical examining board dated within 5 years from the date of examination. **TSBDE will validate score reports made available to Texas from WREB, CRDTS, and CDCA.**
- Successful completion of the National Board of Dental Hygiene Examination (NBDHE). **TSBDE will electronically validate scores that have been made available to Texas electronically.**
- Proof of completion of [TSBDE Jurisprudence Assessment](#) taken within one year immediately prior to application.
- Successful completion of a fingerprint criminal records check. (www.tsbde.texas.gov/Fingerprint) Please bring a copy of your fingerprint receipt. Staff will confirm the results of your fingerprint session on the day of the expo.
- National Practitioner Data Bank (NPDB) Self-Query. Report results must remain in the original sealed envelope. NPDB self-query reports are **valid for 60 days**. Contact the NPDB at telephone number (800) 767-6732, or website <http://www.npdb.hrsa.gov/pract/howToGetStarted.jsp>.
- American Association of Dental Boards (AADB) Clearinghouse Self-Query. Report results must remain in the original sealed envelope. Contact the AADB at telephone number (312) 440-7464 or website <http://dentalboards.org/wp-content/uploads/2016/08/AADBSelfQueryForm.pdf>
- For applicants who have held a license in another state/jurisdiction: A verification of licensure with imprint of state seal issued from a state board of dentistry in which the applicant has ever held a license to practice dentistry or dental hygiene. A copy of the license alone is not acceptable. Verification must be received in its sealed unopened envelope.
- Military Active Duty, Veterans or Military Active Duty Spouses must provide either a copy of Military Change of Station Orders, Identification Card or a document showing proof of Honorable or General Discharge.