



Application for Registration of a Dental Laboratory

TEXAS STATE BOARD OF DENTAL EXAMINERS
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 Austin, Texas 78701-3942
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 licensinghelp@tsbde.texas.gov

INSTRUCTIONS: Submit a fully completed application. An incomplete application will delay your application approval process. All fields are required. Completion certificate of the Texas Jurisprudence Assessment taken by the Lab Owner or Lab General Manager must be attached. You may enter N/A to those questions that are not applicable.

FEE: \$125

PERSONAL CHECK OR MONEY ORDER IS ACCEPTABLE

LAB OPERATING NAME		
LAB ASSUMED NAME* (Provide If An Assumed Name Certificate (Doing Business As = DBA) Is On File With The Texas Secretary Of State's Office.		
Physical Address		City/State
Lab Phone #		Lab email address
Website address		Date the lab opened, or will open for business
Laboratory is: (✓ check one) <input type="checkbox"/> Sole owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		
If the lab is part of a partnership, give the name of the partnership company, state in which partnered, and the percent of stock the owned: (or enter n/a)		
PARTNERSHIP NAME	STATE PARTNERED	% STOCK OWNED
If a subsidiary corporation, give the name of the parent company, state in which incorporated, and the percent of stock the parent company owns in subsidiary: (or enter n/a)		
PARENT COMPANY NAME	STATE INCORPORATED	% STOCK OWNED
Has the applicant completing this application ever held a dental lab registration in Texas? (✓ Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, provide the Texas Dental Lab #

LABORATORY OWNER INFORMATION		
Owner Name		
Physical Address		City/State
Owner Phone #		Owner email address
Has the Lab Owner ever held a Dental Lab registration in Texas? (✓ Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide the Texas Dental Lab #

Certified Dental Technician (CDT) of Record: This section must be completed by the CDT of record. If the Lab employs 3 or more employees, a CDT of Record is required. Attach a copy of the current renewal card.

Dental Lab CDT Requirements: A dental laboratory is not required to have a CDT if it meets the following requirements:
 1. The dental lab is owned by a licensed dentist engaged in the practice of dentistry in this state or by a professional corporation or partnership in which that dentist is an officer, partner, or employee; or
 2. The dental lab is located on the premises within which the dentist practices dentistry; or
 3. The laboratory was registered with the TSBDE on September 1, 1987, has renewed each year and all registration fees have been paid; beneficial ownership of at least 51% interest in the lab has not transferred and the owner or designated employee of the lab is employed on the premises of the lab for at least 30 hours per week.

CDT of Record Name		CDT Number	
CDT Issue Date		CDT Expiration Date	
Physical Address		City/State	Zip Code
CDT of Record Phone #		CDT of Record email address	
I am the CDT of Record for another Dental Lab registered in Texas? (√ Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please provide the Texas Dental Lab #	

CDT of Record Attestation: Chapter 266 of the Texas Occupations Code and Title 22, Part 5, Chapter 116 of the Texas Administrative Code require that in order to qualify for registration by the TSBDE, a commercial laboratory must employ a Certified Dental Technician, who must be on premises at least thirty (30) hours per week

I attest that I will be the Certified Dental Technician (CDT) of record for the following dental laboratory:

 (Name of the Dental Laboratory listed on Page 1 of this application.)

I understand that the TSBDE Rules and Regulations require that I must be on the premises a minimum of 30 hours per week for each Texas registered dental laboratory I serve as CDT of Record for. My CDT credential is active and I am currently registered with the National Board of Certification (NBC) or other TSBDE-recognized credentialing organization. I understand that if I cease employment with a Texas registered dental laboratory that I will immediately notify the TSBDE of this change so my CDT credential will be removed from the Texas dental laboratory registration. All facts stated herein are true and correct to the best of my knowledge.

 Date

 Signature of Certified Dental Technician

STATE OF _____ COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared the applicant whose signature appears above and who being by me sworn upon oath says that all the facts, statements and answers contained in this application are true and correct. Sworn and subscribed to before me, the said _____ this the _____ day of _____, 20 _____, to certify which witness my hand and seal of office.

 Signature of Notary Public

(Seal)

General Information:

Dental Laboratories are required to annually renew by December 31 of each year. The lab *may not operate until the registration is brought into a Current/Active status*. The lab may reopen again after you have received your updated registration certificate and display it where services are provided.

Jurisprudence Assessment: The Jurisprudence Assessment must be taken by the laboratory owner or the laboratory's general manager. The Assessment is required once every 3 years. If you need assistance in finding the date of your last assessment please visit: <https://txn.esslearning.com/catalogs/tsbde/>. To purchase the SBDE Jurisprudence Assessment visit: www.tsbde.state.texas.gov/Jurisprudence Upon completing the Jurisprudence Assessment a Certificate of Completion can be printed that lists a National Board of Certification (NBC) in Dental Laboratory Technology Continuing Education Course Number. The NBC will award one (1) hour of Professional Development Credit for completing this assessment. The TSBDE Jurisprudence Assessment is through the TSBDE website.

Certified Dental Technician Required In accordance with the TSBDE Rule 116.5:

- a) All dental laboratories must have a CDT employed by and working on the premises of the dental laboratory a minimum of 30 hours per week.
- b) A dental laboratory is exempt from subsection (a) of this section if the laboratory is:
 - 1) Owned by a licensed dentist engaged in the practice of dentistry in this state or by a professional corporation or partnership in which that dentist is an officer, partner, or employee; and
 - 2) Located on the premises within which the dentist practices dentistry.
- c) The exemption under subsection (b) of this section does not apply to a dental laboratory if the laboratory employs three or more dental technicians.
- d) A dental laboratory is exempt from subsection (a) of this section if:
 - 1) The dental laboratory was registered with the TSBDE on September 1, 1987;
 - 2) The dental laboratory's registration has been renewed each year and all registration fees have been paid;
 - 3) The beneficial ownership of at least 51% interest in the laboratory has not transferred; and
 - 4) The owner and/or the designated employee of the dental laboratory is employed on the premises of the laboratory for at least 30 hours per week.
- e) The owner of the dental laboratory shall maintain employment records validating compliance with this section for a period of not less than two years.

Penalties If the owner or manager of a dental laboratory fails to renew the registration before the registration date (January 1) the TSBDE shall suspend the expired registration certificate of the lab. An owner or manager may renew the expired registration within the first 90 days by paying the required renewal fee (\$136) plus a penalty equal to one-half of the initial registration fee (\$65.50). If the registration has been expired for more than 90 days, but less than one year, the required renewal fee plus a penalty equal to the amount of the initial registration (\$65.50) must be submitted. **If the registration has been expired for one year or longer, the registration may not be renewed.**

Renewing an Expired Dental Laboratory Registration Certificate A Registered Dental Laboratory renewing a registration certificate that is expired must pay all past annual renewal fees in order to bring the registration current and into 'Active' status. Cancelled registration certificates cannot be renewed.

Continuing Education Requirement In accordance with TSBDE Rule 116.6:

- a) A dental laboratory renewing a certificate must provide proof that the designated CDT has met the continuing education requirements of a recognized board of certification for dental technology, or its successor.
- b) A dental laboratory that meets the exemption qualifications in TSBDE Rule 116.5, in lieu of the requirement of subsection (a) of this section, proof, that the designated employee has completed at least 12 hours of continuing education during the preceding 12-month period. Continuing education hours may only be used for one renewal period.
- c) Acceptable continuing education shall be comprised of business management, infection control, and technical competency courses presented in seminars or clinics as accepted by a recognized organization of dentistry or dental technology, subject to the following requirements:
 - 1) The designated employee must complete at least one course in infection control annually.
 - 2) No more than one course in business management may be applied toward the annual continuing education requirement.
 - 3) Self-study in a course approved by a recognized organization of dentistry or dental technology may be taken for not more than four hours of the annual continuing education requirement.
- d) In lieu of furnishing proof of continuing education as set forth in TSBDE Rule 116.5, a dental laboratory may furnish proof that the designated dental technician has a current certification from a recognized board of certification for dental technology or its successor. Certification as "retired" does not qualify the technician. The lab owner or manager may be asked to provide copies of any required certification or continuing education documentation required to renew this registration.