



# Dental Laboratory Renewal Form

**TEXAS STATE BOARD OF DENTAL EXAMINERS**

333 Guadalupe, Tower 3, Suite 800  
 Austin, Texas 78701-3942  
 (512) 463-6400 / Fax: (512) 463-7452  
 licensinghelp@tsbde.texas.gov

Instructions: Submit a fully completed application. An incomplete will delay your application approval process. ALL FIELDS ARE REQUIRED. You may renew 45 days prior to the lab expiration date. Processing may take up to two weeks.

ANNUAL RENEWAL FEE (be received in the office by 12/31)	PENALTY FEE (1-90 DAYS PAST 12/31)	PENALTY FEE (91-365 DAYS PAST 12/31)	TOTAL AMOUNT PAID
\$138.00	\$67.00	\$67.00	

Lab name		TX Lab Registration #	
Physical address		City/state	Zip code
Jurisprudence completion date:	Phone #	Email address	
Is this an address change? <input type="checkbox"/> YES <input type="checkbox"/> NO			

LABORATORY OWNER INFORMATION			
Name		Is this a new lab owner since you last renewed this registration? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Physical mailing address		City/State	Zip code
Phone #		Email address	

LABORATORY MANAGER INFORMATION: If the lab manager is the same as the owner enter "same" leaving a blank response will delay your process.			
Name		Is this a new lab manager since you last renewed this registration? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Physical mailing address		City/state	Zip code
Phone #		Email address	

Certified Dental Technician (CDT) of Record	
NAME	Is this a new CDT of record since you last renewed this registration?  <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE AFOREMENTIONED CDT SERVES AS A CDT OF RECORD FOR ANOTHER TEXAS REGISTERED DENTAL LAB, PROVIDE THE LAB NUMBER	

Grandfathered Labs- Continuing Education: Provide the name of the designated employee who obtained the required CE hours for the renewal of this registration. Enter "N/A" if not applicable	
Name:	

General Requirements: List every person having an ownership interest of 20% or greater in the lab. Attach a separate sheet of needed.			
Name	Address (include City, State, and Zip Code)	% and Type of Ownership Interest	Date Ownership Obtained

Disciplinary Action or Criminal Offenses All "Yes" answers <b>MUST</b> be explained in detail in a separate <b>SIGNED</b> and <b>NOTARIZED</b> affidavit. The affidavit should include all relevant dates and identify the relevant jurisdiction and/or entity involved. Failure to disclose any of the requested information may result in the denial of your application or other appropriate action.		
Since the last renewal registration, has the Lab Owner or Manger been arrested, charged, indicted, convicted, pled nolo contendere or received a court order for any criminal offense of a misdemeanor or felony?	Lab Owner <input type="checkbox"/> YES <input type="checkbox"/> NO	Lab Manager <input type="checkbox"/> YES <input type="checkbox"/> NO
Since the last renewal registration, has the Lab Owner or Manager been the subject of a disciplinary investigation or action (including a cease and desist order) from any licensing authority or jurisdiction?	Lab Owner <input type="checkbox"/> YES <input type="checkbox"/> NO	Lab Manager <input type="checkbox"/> YES <input type="checkbox"/> NO

**BY SIGNATURE, I HEREBY ATTEST THAT THIS LABORATORY IS IN COMPLETE COMPLIANCE WITH THE DENTAL PRACTICE ACT AND RULES AND REGULATIONS OF THE STATE BOARD OF DENTAL EXAMINERS REGARDING THE OPERATION OF A DENTAL LABORATORY IN TEXAS. I UNDERSTAND I MAY BE ASKED TO PROVIDE COPIES OF ANY REQUIRED CERTIFICATION OR CONTINUING EDCAUION DOCUMENTATION REQUIRED TO RENEW THIS REGISTRATION.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## General Renewal Information:

**Dental Laboratories that do not renew their registration before December 31<sup>st</sup> *may not operate until the registration is brought into a Current/Active status.* Your Laboratory 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](http://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.

**Grandfathered Labs:** Grandfathered status will be maintained if all of the following requirements are met: (1) The registration of the dental laboratory has been renewed each year since September 1, 1987 and all registration fees have been paid. (2) The beneficial ownership of at least 51% of the laboratory has not been transferred. (3) The owner is employed on the premises of the lab at least 30 hours per week. (4) Validate that the designated employee working on the premises of the lab has completed at least 12 hours of continuing education (CE) during the preceding 12-month period. CE hours may be used only for one renewal period. CE hours will be comprised of business management (no more than one course), infection control (at least one course required) and technical competency courses presented by a nationally recognized organization of dentistry or dental technology. A maximum of four hours may be self-study. In lieu of CE, the designated employee may validate current and active certification by the National Board of Certification for Dental Technology. The lab owner or manager may be asked to provide copies of any required certification or continuing education documentation required to renew this registration.

**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 plus a penalty equal to one-half of the initial registration fee. 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 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.