



**Texas State Board of Dental Examiners**

333 Guadalupe Street, Tower 3 Suite 800  
 Austin, Texas 78701-3942  
 (512) 463-6400  
[www.tsbde.texas.gov](http://www.tsbde.texas.gov)

**Registered Dental Assistant  
 Renewal Application**

**INSTRUCTIONS:** You may renew your dental license within 45 days of your expiration date. Make your check or money order payable to TSBDE. Processing may take up to two weeks, please ensure you have completed all the minimum requirements prior to submitting your renewal application. **All fields are required.** An incomplete application will delay your process.

<b>Renewal Fee</b>  <b>\$67.00</b>	<b>Late Fee if paid 1-90 days after the Expiration Date</b>  (If Applicable)+ \$ 15.00	<b>Late Fee if paid 91-365 days after the Expiration Date</b>  (If Applicable)+ \$ 15.00	There is <b><u>no fee</u></b> for Name Change if being made at time of license renewal	<b>Total Amount:</b>  _____
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First Name:		Last Name:		Middle Name:	
<b>For Name Change: Attached the required legal documentation which states your new legal name</b>					
NEW LEGAL NAME:					
Registration Number:		Registration Expiration Date:		Daytime #:	
BLS CPR Issue Date	BLS CPR Expiration Date	E-Mail Address			
If you do not hold a current BLS CPR card, you must attach a letter of explanation from your physician or proof of residence outside the U.S.					
Current Address:			City:	State:	Zip
Permanent Address:			City:	State:	Zip:
Preferred mailing address: (preferred address will be made available to the public)					
<input type="checkbox"/> Current		<input type="checkbox"/> Permanent		<input type="checkbox"/> Work	

**Employer Information: All fields are required. You may enter N/A if an area does not apply to you.**

Are you currently employed in a dental office?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Dentist Name		Dentist License #:	Phone Number		
Address		City	State	Zip	
Business Email					
Do you work for a dental corporate practice? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list the name and locations. You may attach another sheet if necessary.					

**Background Questions: Please answer each of the following questions by putting a check (✓) in the appropriate box on the right. You must answer each question with a “Yes” or “No” response as no other response is acceptable. All “Yes” answers MUST be explained in detail in a separate SIGNED and NOTARIZED 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.**

**NOTE: If you answer “Yes” to any of the questions below and you have already submitted a detailed affidavit to this licensing authority explaining your response you need not submit another detailed affidavit. Please note the date of your previous submission next to the applicable question(s).**

1. Since your last renewal have you ever had any application for any professional license/registration refused or denied by any licensing authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Since your last renewal have you ever voluntarily surrendered any professional license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Since your last renewal have you been the subject of disciplinary action not yet reported to the TSBDE? <b>If you answer “Yes” you must attach documentation of disciplinary action not previously reported to TSBDE.</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Since your last renewal have you ever been the subject of disciplinary action by any other licensing agency with regard to any other professional license (not including TSBDE)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Are you currently under investigation by any licensing jurisdiction? If YES, where and when? _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6. Since your last renewal have you ever been arrested, charged, indicted or received a court order for any criminal offense <b>not yet</b> reported to the TSBDE? If you answer “YES”, you must attach documents regarding criminal offenses that have not been reported to the TSBDE.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Since your last renewal have you ever been charged with or convicted (including a nolo contendere plea or guilty plea) of a felony (or criminal offense) in any state or in federal court (other than minor traffic violations) whether or not sentence was imposed or suspended?  <b>If YES</b> , in addition to the affidavit, attach a certified copy of the court records regarding your conviction, the nature of the offense, date of discharge, if applicable, as well as a statement from the probation or parole officer.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. Since your last renewal have you ever had a record expunged from a felony (or criminal) conviction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9. Are you currently abusing or addicted to any chemical substance including alcohol (excluding tobacco and caffeine)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10. Do you currently have or have you been previously diagnosed with any condition or impairment (including but not limited to, substance abuse, alcohol abuse, or a mental, emotional or nervous disorder or condition) that in any way affects your ability to practice as a Dental Assistant in a competent, ethical, and professional manner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**ATTESTATION**

I hereby attest by my signature, under penalty of perjury, that I have completed and possess all required certifications as required by the Occupations Code and the TSBDE Rules and Regulations. All information provided on this form is true and accurate and I understand that I may be asked to produce for the TSBDE any documentation I am required to maintain for licensure.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

## General Information

**Renewal Requirements:** RDAs who do not renew their registration before the expiration date may not make radiographs until the registration is brought into an active status and the certificate is displayed in the area where services are provided. Duplicate renewal certificates may be ordered from the registrant's online licensing system (<https://vo.licensing.hpc.texas.gov>) account.

**Renewing an Expired Dental Assistant Registration (RDA) Certificate** A RDA renewing a registration that is expired must pay all past due fees in order to bring the registration current and into 'Active' status. A cancelled registration cannot be renewed. There are no grace periods.

**Not Sure if Your Registration is Active, Expired or Cancelled? Visit the Dental Board website and select "Find a Licensee" found under the Main Menu. Select "Registered Dental Assistants" and enter your information. Search Results will appear. Click on your name. A detailed view of your registration will be displayed. The "Status" category will indicate if your registration is Active, Expired or Cancelled.**

**CPR Requirement** Section 257.004 of the Texas Occupations Code requires that all licensed dentists, dental hygienists, and registered dental assistants sign a written statement that the applicant has successfully completed a current course/program in cardiopulmonary resuscitation (CPR), or holds a physician's verification that the applicant is physically unable to complete CPR, or applicant resides in a foreign country. CPR training must include a written assessment and a demonstration of skills. Computer and video-based CPR training courses given by an instructor that include training on a hands-on practice manikin by the applicant and a written assessment of skills, either taken online or in a classroom setting, are acceptable. Online courses that do not include a live instructor for a demonstration of skills and training on a practice manikin by the applicant are not acceptable.

**Continuing Education Requirement:** Rule §114.12 CE Courses for Certificate Holders states; To renew a certificate of registration under this chapter, a dental assistant must complete six (6) hours of CE **each year** in areas covering dental assistant duties. At least three (3) of these six (6) hours must be clinical continuing education. All CE must be offered by providers approved under 22 Texas Administrative Code §104.2.

Courses Not Accepted for CE Credit Annual OSHA Training, Basic Life Support CPR Courses, Administrative Courses Documenting CE Hours and Credits. Dental Assistants should keep and maintain records on all CE completed for a period of three years. CE completion certificate should include: Registrants name, Course Date; Course Title; Approved Sponsor of Course; is it a Classroom Course, Self-Study or is it Interactive Computer Course, and the number of hours were awarded.

**Carrying Over CE Hours.** Up to 6 hours of continuing education may be carried forward from the year preceding the current renewal period.

**CE Audits:** TSBDE audits approximately 5% of the selected renewal population 60 days before the license is due to expire. If you have been selected for an audit, you will not be able to renew your license until you have complied and the audit has been approved by TSBDE staff. Late fees will accrue if you cannot provide adequate documentation, prior to your expiration date.

**Child Support Default:** Licensees in default of paying child support will not be allowed to renew a license until a repayment agreement has been approved by the Texas Attorney General, Office of Child Support and notification has been received by the Board.

**Guidance on Dental Assistant Certificates Pit and Fissure Sealant and Coronal Polishing:** Though the Board will no longer issue dental assistant certificates in pit and fissure sealants or coronal polishing, it is the responsibility of the delegating dentist to ensure that the dental assistant has completed approved courses in coronal polishing and/or pit and fissure as stated in Rule §114.3 and §114.5.

### \*\*\* Staggered Renewal Changes \*\*\*

In order to align with recent rule changes, upon renewal of your license/registration your expiration date will be staggered to a biennial renewal affecting licensees due to renew by 10/31/2018. A system has been created in order to evenly distribute renewals to be moved to a two year license.

Licensees selected for a one year renewal will pay the one year renewal fee. Licensees selected for a two year renewal will be required to pay the two year renewal fee. If your renewal was updated to reflect a one year renewal, no worries, when you next renew your license in 2019, it will be for two years.

Renewal post cards will continue to be sent out 60 days prior to your expiration date to the mailing address provided.

Any questions should be directed to [licensinghelp@tsbde.texas.gov](mailto:licensinghelp@tsbde.texas.gov).