



**TEXAS STATE BOARD OF DENTAL EXAMINERS**

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***TSBDE Licensing  
EXPO 2024  
For Dental Assistant Registrations***

We are pleased to announce that we will be hosting a Licensing Expo which will provide onsite application processing for dental assistants seeking registration! This event will provide applicants the opportunity to walk-in with the required documentation in hand for the Licensing Team to review, process, and approve on the spot. Licensing Specialists will be on hand to help with this process.

The event will take place on **Wednesday, June 19, 2024 at the Barbara Jordan Building, 1601 Congress Avenue, Room 2.035 Austin TX 78701. TSBDE staff will begin processing applicants at 8AM. Applicants must be checked in by 3PM in order to receive same day processing.** We are expecting a high attendance rate, so you may experience a long wait time. Please plan accordingly.

Attached is a checklist of documents you will be required to have uploaded to your online application. Copy machines will not be available, so be sure to have all your documents together. All documents must be on 8 ½ X 11 paper (excluding passport photo). In order for this event to be a success the applicant will need to follow the instructions below; Applicants must apply online and be able to have uploaded all required documentation (see checklist below) with the exception of the NPDB self-query report prior to this day.

On the day of the event, licensing staff will expect the applicant to be present with their **sealed unopened** self-query report from the National Practitioner Data Bank (NPDB) and a copy of their fingerprint receipt from IdentoGO. All documentation must match the legal document which states your legal name. **NO EXCEPTIONS WILL BE MADE.**

It will be the applicant's responsibility to ensure all required documentation has been uploaded so on the day of the event staff will review, process, and approve applications for those who have followed instructions.

The status of the online application will be closed after the application has been approved by staff. Once the application is approved a registration number will be issued with the expiration date valid anywhere between 18-30 months. The certificate will be available for printing from your online account within 48 hours of staff's approval and will be mailed 10-15 business days later to the mailing address on file.

We look forward to seeing everyone at the Expo!

TSBDE Licensing Division

**Dental Assistant Registration (RDA) Checklist –**  
All documents must be uploaded to their online application

- Completed and have paid for online application. **(Military Active Duty, Veterans and Military Active Duty Spouses do not pay an application fee – contact the office for additional information).**
- 1- 2x2 passport sized photo (No photo copies will be accepted).
  - Your head must face the camera directly with full face in view
  - You must have a neutral facial expression or a natural smile, with both eyes open.
  - Use a plain white or off-white background.
  - Be sized correctly
- Copy of your driver's license, naturalization papers, or passport. The application and documents must match your legal name. If not, please provide the legal document which reflects the name change.
- Copy current Basic Life Support (BLS) certification – American Heart Association or the American Red Cross
- Proof of successful completion of a TSBDE-approved dental assistant registration course. Here is the list of current approved courses/exams:
  - Collin County Community College
  - Dallas College – Dental Assisting Program
  - Grayson County College
  - Houston Community College – Coleman College of Health Sciences
  - Lone Star College
  - PIMA Medical Institute
  - San Antonio College
  - Tarrant County College (Online Course and Classroom Course)
  - Texas Academy of General Dentistry (Online Course)
  - Texas A&M University, Baylor College of Dentistry
  - Texas Dental Assistants Association
  - University of Texas Health Science Center-San Antonio (Online Course)
  - Tyler Junior College
- If the RDA course/exam was taken over a year from the date of submitting your application, you will need to take and successfully pass the [Texas Jurisprudence Assessment](#) for dental assistants from the board's website **or** submit a copy of your current DANB CDA Card. If you are submitting a DANB card, please note you are also required to complete the [TSBDE Jurisprudence Assessment](#).
- Successful completion of a fingerprint criminal records check. 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>. An online copy will not be acceptable.
- Beginning October 1, 2021, applicants applying for licensure or registration with the Texas State Board of Dental Examiners (TSBDE) must complete a course in human trafficking prevention approved by the executive commissioner of the Texas Health and Human Services Commission and submit proof of completion with their application. This will be in addition to all required documentation that needs to be submitted to the TSBDE. For information on where to find approved courses, please click [here](#).
- 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 own 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.