



## TEXAS STATE BOARD OF DENTAL EXAMINERS

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# *TSBDE Licensing EXPO 2025 for Dental Hygiene Graduates*

We are pleased to announce that we will be hosting a Licensing Expo which will provide onsite application processing for all dental hygiene graduates! Licensing Specialists will be on hand to help with this process. This event will provide 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 **Monday, June 30, 2025 at the Barbara Jordan Building, 1601 Congress Avenue, Room 2.035 Austin TX 78701. TSBDE staff will begin processing applications at 8AM. Applicants will need to 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 need. 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).

The status of the license will be Expired after it is first issued. You will receive a letter via your online licensing account with instructions for paying the prorated initial renewal (activation) fee online. This approval letter will authorize you to practice for 30 days. This fee will activate the license by changing the license status to Active and updating the expiration date. The updated expiration date may be valid anywhere between 18-30 months. Once the activation fee has been paid, you should receive your new decorative wall license in the mail approximately 10-15 business days later to the mailing address on file.

Although it will not be required on the day of the event, we will have a computer station on hand for the licensee to complete the initial renewal process should they wish to activate the license.

We look forward to seeing everyone at the Expo!

TSBDE Licensing Division

### Dental Hygiene Application Checklist –

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

- ☐ Copy of Online Application Summary and Online Payment Summary. (Military Active Duty, Veterans and Military Active Duty Spouses do not pay an application fee – contact the office for additional information).
- ☐ 1- 2x2 passport photo (No photo copies will be accepted).
- ☐ 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 of current Basic Life Support (BLS) certification – American Heart Association or the American Red Cross
- ☐ 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.**
- ☐ Successful completion of a dental hygiene examination administered by an approved regional clinical examining board dated within 7 years from the date of examination. Both written and a clinical component whether live or on a manikin is required. **TSBDE will validate score reports made available to Texas from CRDTS, SRTA, and CDCA-WREB-CITA.**
- ☐ 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 for dental hygienists taken within one year immediately prior to application.
- ☐ 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. This information may be emailed to [militarylicensing@tsbde.texas.gov](mailto:militarylicensing@tsbde.texas.gov).