



Texas State Board of Dental Examiners

1801 Congress Avenue, Suite 8.600
Austin, Texas 78701
(512) 463-6400 / Fax: (512) 649-1658

2x2 Passport Photo
Required

ATTACH HERE

Dental Hygiene Licensure Application

Instructions: Print legibly or type all information. All fields are required. Submitting an incomplete application will delay your application process. Fees are Non-Refundable. Select the application type and submit the appropriate fees (✓ Check One). Make your check or money order payable to TSBDE and mail to the Texas State Board of Dental Examiners at 333 Guadalupe St, Ste 3-800 Austin, TX 78701. A 2x2 passport sized photo is required. Questions may be emailed to licensinghelp@tsbde.texas.gov.

- Licensure by Examination: \$125
Reinstate a Cancelled License: \$220
Temporary Licensure: \$232
Licensure by Credentials: \$642
Military Limited Volunteer ** No Fee
Military Spouse Authorization** No Fee

If applying using military credentials, no fee is required. Make a selection from the above list and below.

- Active Duty**
Veteran**
Active Duty Spouse**
Military Service Member**

** Include a copy of one of the following: Copy of Military Orders, I.D. Card or proof of Honorable or General Discharge

Form with fields: Social Security #*, Date of Birth: MM/DD/YYYY, Legal Last Name, Legal First Name, Legal Middle Name, Mailing Address, City, State, Zip, Daytime Phone Number, Email Address

* Pursuant to Sec. 59.001 of the Dental Practice Act, the social security number of an applicant for or holder of a license, certificate of registration, or other legal authorization issued by a licensing agency to practice in a specific occupation or profession that is provided to the licensing agency is confidential and not subject to disclosure under Chapter 552, Government Code.

Texas Non-Profit Corporation Employer: Applies only for applicants who are applying for a temporary license.

Form with fields: Corporation Name, Address, City, State, Zip, Supervisor Name, Supervisor Phone #, Employer Medicaid Provider Identification #

Military Limited Volunteer Applicant

Form with fields: Name of Clinic, Does the clinic primarily treat indigent patients? (Yes/No), Address, City, State, Zip Code

Active Duty Military Spouse Authorization: Applies only for military service member whom the military spouse is married is stationed at a military installation in Texas.

Form with fields: Texas Military Installation Base Name, Address, City, State, Zip Code

State Licensure/Jurisdictions: List all state(s) and/or jurisdiction in which you are or have ever been licensed. . If you hold or have held a license in more than two states, please include the information on another sheet of paper submitted along with the application.

____ Yes ____ No Have you ever held a license/registration issued by the Texas State Board of Dental Examiners (TSBDE)?
 If yes, include the type of license and license number:
 License Type: _____ License Number: _____

State: _____ License Number _____ Issue Date _____ Disciplinary Action: ____ Yes or ____ No

State: _____ License Number _____ Issue Date _____ Disciplinary Action: ____ Yes or ____ No

Dental Education: Clinical exam results must be dated within the 5 years of when the examination was successfully passed. Failure of three or more times requires a board approved remediation to be completed.

Dental Hygiene School Attended		Degree Earned:		Graduation Date:
NBDHE Completion Date:			Jurisprudence Completion Date:	
Regional Clinical Exam Name:	Jurisdiction:	Number of Times Taken:	Date of Examination:	Passed/Failed/Other (if other, please explain)
Regional Clinical Exam Name:	Jurisdiction:	Number of Times Taken:	Date of Examination:	Passed/Failed/Other (if other, please explain)

LICENSE HISTORY: 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. Have you ever had an application for a hygiene or any professional license, registration, certification, or permit refused or denied by any licensing authority or government agency?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Have you ever had a hygiene or professional license, registration, certification, or permit revoked, suspended, or canceled by any license authority or government agency, or voluntarily surrendered?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Have you ever been the subject of disciplinary action by any licensing authority or government agency with regard to a hygiene or any professional license, registration, certification, or permit? If you answer “Yes” you must attach documentation of disciplinary action not previously reported to TSBDE.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. For any criminal offense, including those pending appeal, have you ever: A. been convicted of a misdemeanor (other than minor traffic violations)? B. been convicted of a felony? C. pled nolo contendere, no contest, or guilty? D. received deferred adjudication? E. been placed on community supervision or court-ordered confinement? F. been sentenced to serve jail or prison time? court-ordered confinement? G. been granted pre-trial diversion? H. been arrested or have any pending criminal charges? I. been cited or charged with any violation of the law? J. been subject of a court-martial; Article 15 violation; or received any form of military judgement/punishment/action?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

<p>If YES, 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. Also, provide a copy of an Order of Non-Disclosure or the Court Order expunging or sealing (non-disclosure) any conviction, offense, arrest, or citation.</p>		
<p>5. Are you currently addicted to any chemical substance including alcohol (excluding tobacco and caffeine)?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>6. Are you currently abusing any chemical substance including alcohol (excluding tobacco and caffeine)?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>7. Have you ever been 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 Hygienist in a competent, ethical, and professional manner?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>

ATTESTATION

In addition to the foregoing: I acknowledge this is a legal document and I attest that I understand and meet all the requirements to practice for the type of licensure requested. Further, I understand that it is a violation of the Texas Administrative Code and the Penal Code to submit a false statement to a government agency and I consent to the release of confidential information to the Texas State Board of Dental Examiners and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application for licensure. Additionally, I attest that I will not practice as a Hygienist in the state of Texas until I have been issued a Texas license.

Applicant's Signature

Date

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 _____ appeared on this the _____ day of _____, 20 _____, to certify which witness my hand and seal of office.

Notary Signature

(Seal)

All documentation is required to be submitted at the time you are mailing in your application package. ***Incomplete applications will be returned to the address listed on the application.*** If you are sending mail separately, you will need to include this information on another sheet of paper when submitting your application package via mail. Name changes or updates should be noted on the application and supported by submitting a copy of the legal document, which supports the name change. It is the applicant's responsibility to ensure are the required documents have been included in the application package.

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 visit the following site; <https://www.hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>.

Licensure by Examination Requirements Checklist

- Submit a fully completed application. Submitting an incomplete application will delay your application process.
- 1- 2x2 passport sized photo.
- Copy of driver's license, naturalization papers, or passport.
- Copy of current Basic Life Support CPR certification. Must have completed a hands-on demonstration of skills.
- Official transcript showing proof of graduation from school accredited by the Commission on Dental Accreditation- accredited (CODA) dental hygiene school. Transcripts must remain in the original sealed envelope
- Successful completion of Dental Hygiene National Boards. TSBDE will electronically verify scores that have been made available. Contact ADA's department of testing services to ensure Texas will have access to your results.
- Successful completion of a dental hygiene clinical examination administered by a regional clinical examining board approved by the board and dated within 5 years from the date of examination. TSBDE will verify electronic scores via WREB, CDCA, and CRDTS.
- Proof of completion of the Jurisprudence taken within one year immediately prior to application.
- Submit fingerprint submission for the retrieval of criminal history record information – **This information will be emailed to the applicant once a completed application has been received.** Once you have completed the fingerprint session, applicants will be required to email a copy of their receipt from IdentoGO to licensinghelp@tsbde.texas.gov.
- National Practitioner Data Bank (NPDB) self-query report. Report results must remain in the original sealed envelope. NPDB reports are valid for 60 days. Contact NPDB at (800) 767-6732, or at <http://www.npdb.hrsa.gov/pract/howToGetStarted.jsp>.
- Proof of the Health and Human Services (HHS) approved Human Trafficking Course completion certificate.
- 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.
- 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 is required. A copy of the license alone is not acceptable. The verification of licensure must be received in its own sealed unopened envelope.

Reinstate a Canceled License Checklist: If you are currently licensed and have been in practice in another state for the two years preceding the date of application, you may obtain a new license without reexamination.

- Submit a fully completed application. Submitting an incomplete application will delay your application process.
- 1- 2x2 passport sized photo.
- Copy of driver's license, naturalization papers, or passport.
- Copy of current Basic Life Support CPR certification. Must have completed a hands-on demonstration of skills.
- Official transcript showing proof of graduation from a school accredited by the Commission on Dental Accreditation- accredited (CODA) dental hygiene school. Transcripts must remain in the original sealed envelope

- Proof of Successful completion of the Dental Hygiene National Board. TSBDE will electronically verify scores that have been made available. Contact ADA's department of testing services to ensure Texas will have access to your results.
- Proof of completion of a dental hygiene clinical examination administered by a board approved regional clinical examining board.
- Proof of completion of the Jurisprudence taken within one year immediately prior to application.
- Proof of clinical practice is required. Submit a completed clinical practice affidavit form. This form cannot be completed by the applicant.
- Submit fingerprint submission for the retrieval of criminal history record information – **This information will be emailed to the applicant once a completed application has been received.** Once you have completed the fingerprint session, applicants will be required to email a copy of their receipt from IdentoGO to licensinghelp@tsbde.texas.gov.
- National Practitioner Data Bank (NPDB) self-query report. Report results must remain in the original sealed envelope. NPDB reports are valid for 60 days. Contact NPDB at (800) 767-6732, or at <http://www.npdb.hrsa.gov/pract/howToGetStarted.jsp>.
- Proof of the Health and Human Services (HHS) approved Human Trafficking Course completion certificate.
- Certificates of completion of 12 hours of continuing education taken within the preceding 12 months. All hours should be taken in accordance with the requirements for continuing education as mandated by Chapter 104.
- 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.
- For applicants who have held a license in another state/jurisdiction: A verification of licensure which includes all disciplinary action, if any, from each state board of dentistry or jurisdiction board in which the applicant has ever held a license to practice dentistry or dental hygiene. A copy of the license alone is not acceptable. The verification of licensure must be received in its own sealed unopened envelope.

Licensure by Credentials Checklist- Applicants seeking to apply by Credentials must have practiced dentistry or dental hygiene for a minimum of three (3) of the five (5) years immediately preceding application or as a dental educator for the five (5) years preceding application to Texas.

- Submit a fully completed application. Submitting an incomplete application will delay your application process.
- 1- 2x2 passport sized photo.
- Copy of driver's license, naturalization papers, or passport.
- Copy of current Basic Life Support CPR certification. Must have completed a hands-on demonstration of skills.
- Official transcript showing proof of graduation from a school accredited by the Commission on Dental Accreditation- accredited (CODA) dental hygiene school. Transcripts must remain in the original sealed envelope.
- Proof of Successful completion of Dental Hygiene National Boards. TSBDE staff will electronically validate scores that have been made available to Texas. Contact ADA's department of testing services to ensure Texas will have access to your results.
- Proof of completion of a dental hygiene clinical examination administered by another state or regional examining board. TSBDE staff will validate score reports that have been made available to Texas from WREB, CDCA, and CRDTS.
- Certificates of completion of 12 hours of continuing education taken within the preceding 12 months. All hours should be taken in accordance with the requirements for continuing education as mandated by Chapter 104.
- Proof of completion of the Jurisprudence Assessment taken within one year immediately prior to application
- Proof of clinical practice is required. Submit a completed clinical practice affidavit form. This form cannot be completed by the applicant.
- Submit fingerprint submission for the retrieval of criminal history record information – **This information will be emailed to the applicant once a completed application has been received.** Once you have completed the fingerprint session, applicants will be required to email a copy of their receipt from IdentoGO to licensinghelp@tsbde.texas.gov.
- National Practitioner Data Bank (NPDB) self-query report. Report results must remain in the original sealed envelope. NPDB reports are valid for 60 days. Contact NPDB at (800) 767-6732, or at <http://www.npdb.hrsa.gov/pract/howToGetStarted.jsp>
- Proof of the Health and Human Services (HHS) approved Human Trafficking Course completion certificate.
- American Association of Dental Boards (AADB) self-query report. Report results must remain the original sealed envelope. Contact AADB at (312) 440-7464, or at www.dentalboards.org.

- 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.

Temporary Licensure by Credentials

Must meet all requirements of licensure by credentials with the exception that a license granted under this section is valid only for practice as an employee of the non-profit corporation named on this application.

Military Limited Volunteer License

Texas Administrative Code Rule § 103.9 states in pertinent part; A dental hygienist with a Military Limited Volunteer License may only practice at a clinic that primarily treats indigent patients and may not receive direct or indirect compensation for services rendered at the clinic.

(b) A person is eligible for a Military Limited Volunteer License if they:

- (1) Are licensed in good standing or are retired in good standing in another state.
- (2) Are or were authorized to treat personnel enlisted in a branch of the United States armed forces or veterans.

(c) A person is ineligible for a Military Limited Volunteer License if they:

- (1) Hold a dentist or dental hygienist license in another state that is current under active investigation or has been subject to a disciplinary order or action;
- (2) Hold a license to prescribe, dispense, administer, supply, or sell a controlled substance that is currently under active investigation or has been subject to a disciplinary order or action; or
- (3) Have been convicted of, is on deferred adjudication community supervision, or deferred disposition for, or is under active investigation for the commission of a felony or a misdemeanor involving moral turpitude.

(d) Except for the limitations described in subsection (a) of this section, a Military Limited Volunteer License holder has the same privileges and responsibilities of any other licensee and is similarly subject to board rules, including rules regarding standard of care, record keeping, disciplinary actions, license registration and renewal, and continuing education, except that there will not be any fees associated with the issuance or renewal of the license.

Active Duty Military Spouse Authorization – In accordance with §55.0041(a), Texas Occupations Code; This authorization is exempt from licensure and is limited to the duration of the military spouse that is, stationed at a military installation in Texas. As stated in Rule 103.10, this authorization is not to exceed three years.

Submit the completed dental hygiene application, proof of residency in Texas, along with verification of licensure from each state, territory, Canadian province, or country.

Upon receipt of the completed application an email will be sent, notifying the applicant of further information required in order to schedule a fingerprint session.

Once the application has been reviewed, an authorization to practice letter will be issued. This authorization is not renewable nor will it be extended.

Fingerprint Session

Once the Texas State Board of Dental Examiners is in receipt of your application, you will be notified via email of the agency's service code. This code is required in order for you to schedule a fingerprint session with IdentoGo.

2-Step Application and Payment process

Once TSBDE has approved your licensure application, a license number will be issued. The status of your license will be expired with a future date. You will receive a letter of approval with instructions for activating your Initial renewal. The approval letter will authorize you to practice for 30 days. Once your initial renewal has been paid, you should receive your new license within 7-10 business days via mail.

Exception: Active duty military, veterans, military service members (reserves) and active duty military spouses are not required to pay to activate their license. The license will be issued and mailed to the applicant after the application has been approved. Your first license may be valid anywhere between 18 months to 30 months. You will receive a reminder post card approximately 45 days prior to your license expiration date.

Nitrous Oxide Monitoring

Nitrous Monitoring endorsement is a separate application process. You may only apply after you hold an active Texas dental hygiene license. The application may be found at <http://www.tsbde.texas.gov/NitrousOxideMonitoringCertificateRDH.html>.