



Texas State Board of Dental Examiners

1801 Congress Avenue, Suite 8.600
Austin, Texas 78701
(737 363-2320 / 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 1801 Congress Avenue, Suite 8.600, 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

Form with fields for Social Security #, Date of Birth, 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 for Corporation Name, Address, City, State, Zip, Supervisor Name, Supervisor Phone Number, Employer Medicaid Provider Identification #.

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.

You MUST self-report your previously issued dental assistant registration even if it was issued by TSBDE. Failure to do so will result in processing delays.

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 seven (7) 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? 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.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgement or that would otherwise adversely affect your ability to practice in a competent, ethical, and professional manner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Important: The Board recognizes that licensees encounter health conditions, including those involving mental health and substance use disorders, just as their patients and other health care providers do. The Board expects its licensees to address their health concerns and ensure patient safety. Options include seeking independent medical care, self-limiting the licensee’s practice, and/or anonymously self-referring to the Professional Recovery Network (PRN). The PRN (<http://www.txprn.com/>) is supported in part by your license fees and is a peer assistance program dedicated to helping health care professionals enter a safe, healthy recovery in a confidential manner. The failure to adequately address a health condition, where the licensee is unable to practice with reasonable skill and safety to patients, can result in the Board taking action against the license to practice.

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.

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 seven (7) years from the date of examination. TSBDE will verify electronic scores via CDCA-WREB-CITA, and CRDTS portals.
- 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.
- 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.
- 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 will verify electronic scores via CDCA-WREB-CITA, and CRDTS portals.
- 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 <http://aadbteboards.org/>
- 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.

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.

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.