STATE OF NEW JERSEY
New Jersey State Board of Dentistry

Application Process Overview
Board of Dentistry

- License qualified individuals
- Regulates the practice of dentistry and dental hygiene
- Investigates complaints and takes disciplinary action
License to Practice

- No one may practice dentistry without a current, active license

- You worked hard to get a degree, but you cannot practice unless you have a license

- Once you get your license, you need to keep it active and in good standing
License to Practice

- How do you get a license?
- How do you keep a license in good standing?
When should I begin the application process?

- Start Early!

- Right now would be a good time.
How do I get an application form?

- Applications can be downloaded from the Board’s website at:

www.NJConsumerAffairs.gov/den
Application Process

1. Submit an application ($75/$125)
2. Send supporting documents to the Board
3. Receive fingerprint instructions
4. Schedule a time to submit your fingerprints
5. Complete the NJ Orientation Program
6. Submit additional information \textit{(as required)}
7. Submit Registration Form ($120/$60)
Application Fees

• Application Fee:
  - $75 if you are an initial applicant that took the ADEX exam through the NERB or the CDCA
  - $125 if you are applying by credentials and took a different regional clinical exam
  - Payable by check or money order
  - NO CASH
Application Questions

- Moral Character – Arrests/Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical/Cognitive
- Use of Illegal Chemical Substances
Jurisprudence Orientation

• FREE

• Offered online – available 24/7

• Helps you understand that regulations exist, what they say, and where to find them

• Statutes and Regulations are available on the Board’s website: www.NJConsumerAffairs.gov/den

• Remember to review the statutes, regulations and uniform regulations
Criminal History Background Check (CHBC)

- You must complete the “Certification and Authorization Form” as part of the application.
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded.
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.
CHBC “Tips”

• This can be the longest part of the application process

• You can schedule an appointment as soon as you receive the notice to schedule

• Processing time is 7-10 days after the digital scan
Initial Registration Fee

• Once your application has been approved you will receive an “Initial Registration Form”

• You must verify the information and return with the appropriate fee ($120/$60)
Keeping Your License Current

- Licenses are valid for 2 years
- Every dentist license expires in December of odd-numbered years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee (currently $120)
Continuing Education

- You must complete your continuing education prior to renewal *(December 31 of every odd-numbered year)*
- Dental hygienists must complete 20 credits during each two-year period
  - 10 may be done as “self-study”
- You may be able to complete less continuing education during the first period in which you are licensed.
Communication

• If you get a letter from the Board – *read it*

• If the Board asks for you to respond to it – *do it in a timely fashion* *(duty to cooperate)*

• If you move, change your name, start working in a new location – *contact the Board and update your information*
Where Do I Send Mail for the New Jersey Board of Dentistry?

**Mailing Address:**
New Jersey Board of Dentistry
P.O. Box 45005
Newark, NJ 07101

**Physical Address:**
New Jersey Board of Dentistry
124 Haley Street
Newark, NJ 07102
Tips for the Application Process

• Mail the application with as much supporting information as possible

• Be clear about what name(s) appear on your application and supporting documents

• Use the P.O. Box to mail items to the Board

• Submit as much information as possible, if you answer “yes” to any of the questions
Useful Websites

Board of Dentistry
www.NJConsumerAffairs.gov/den

Application Status
www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications
www.NJConsumerAffairs.gov/Pages/licensingboards.aspx