STATE OF NEW JERSEY
New Jersey State Board of Dentistry

Application Process Overview
Board of Dentistry

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

• No one may practice as a registered dental assistant without a current, active license

• You worked hard to complete your educational program, 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 ($35)
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 (as required)
7. Submit Registration Form ($90 / $45)
Application Fees

• Application Fee:
  o $35
  o Payable by check or money order
  o **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: 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 ($90 / $45)
Keeping Your License Current

- Licenses are valid for 2 years
- Every registered dental assistant license expires in December of even-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 $90)
Continuing Education

• You must complete your continuing education prior to renewal *(December 31 of every even-numbered year)*

• Registered dental assistants must complete 10 credits during each two-year period *(5 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)
| **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 Verification
www.NJConsumerAffairs.gov/Pages/licensingboards.aspx