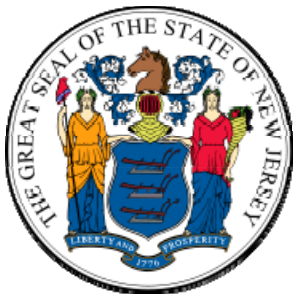


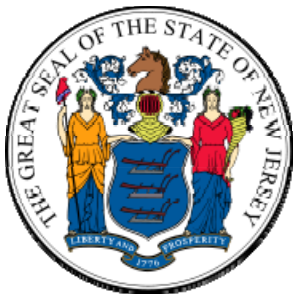
**STATE OF NEW JERSEY**  
New Jersey State Board of Dentistry

# Application Process Overview



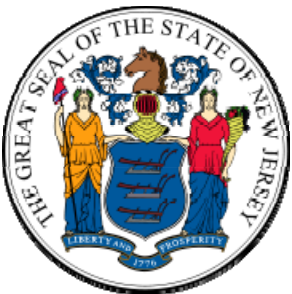
# Board of Dentistry

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



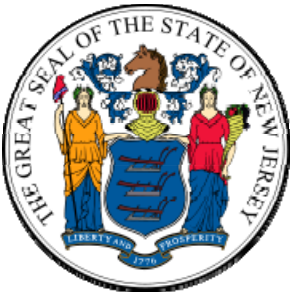
# License to Practice

- 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



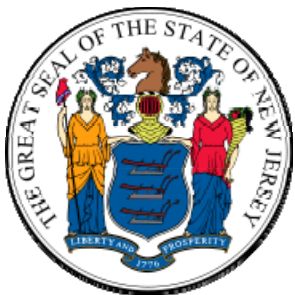
# License to Practice

- 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?

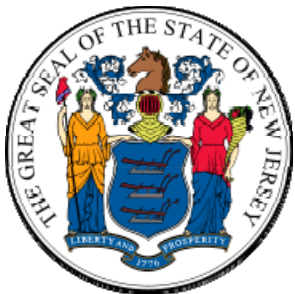
- Applications can be downloaded from the Board's website at:

[www.NJConsumerAffairs.gov/den](http://www.NJConsumerAffairs.gov/den)



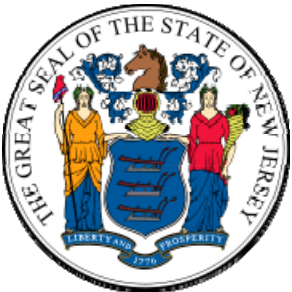
The screenshot shows the website for the New Jersey Division of Consumer Affairs. The header includes the state logo, navigation links for Home, Division Units, Boards & Committees, NJPMP, News, and Contact, and a search bar. The main content area is titled "New Jersey State Board of Dentistry" and lists various application forms under the heading "Applications and Forms".

- Dentist Applications**
  - Application for a Dental License
  - Application for Resident Permit
  - Request for Branch Office Registration
- Dental Hygienist Applications**
  - Application for Dental Hygiene License
  - Application for Local Anesthesia Permit
- Dental Assistant Applications**
  - Application for Dental Assistant License
- Reinstate/Reactivate a License or Registration**
  - Application to Reinstate/Reactivate a License or Registration
- Dentistry Incident Report**
  - Incident Report Form



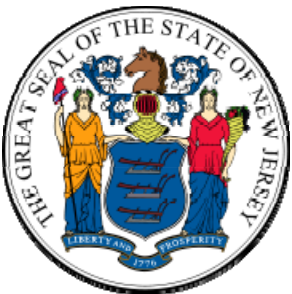
# Application Process

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

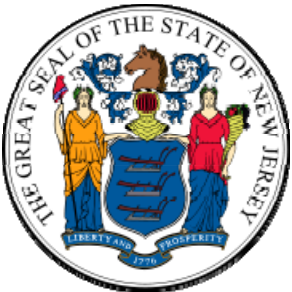
- Application Fee:
  - \$35
  - Payable by check or money order
  - ***NO CASH***





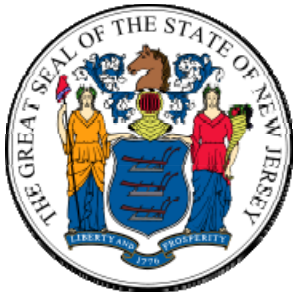
# Application Questions

- Moral Character (*Arrests / Convictions*)
- Student Loans
- Child Support
- Ability to Practice (*Physical / Cognitive*)
- Use of Illegal Chemical Substances



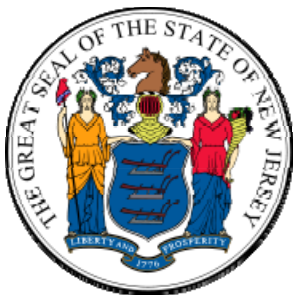
# Jurisprudence Orientation

- 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: [NJConsumerAffairs.gov/den](https://NJConsumerAffairs.gov/den)
- Remember to review the statutes, regulations and uniform regulations



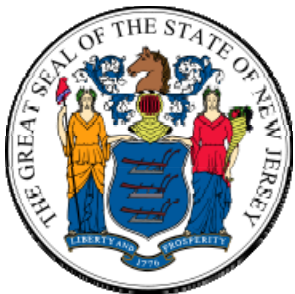
# Criminal History Background Check (CHBC)

- 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.



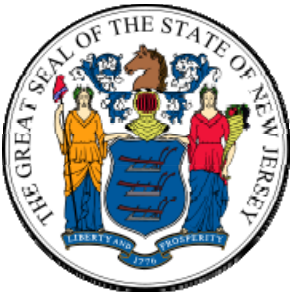
# CHBC “Tips”

- 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



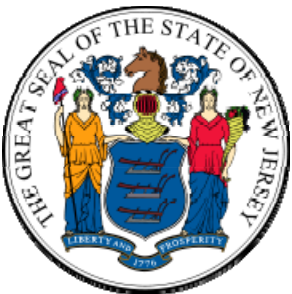
# Initial Registration Fee

- 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)



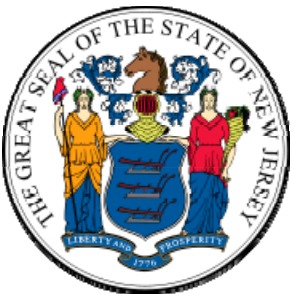
# Keeping Your License Current

- 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)



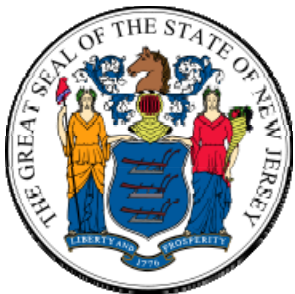
# Continuing Education

- 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*)





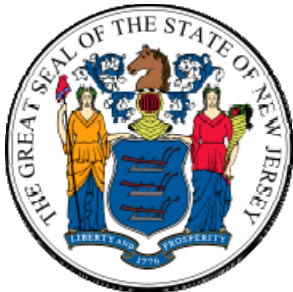
# Where Do I Send Mail for the New Jersey Board of Dentistry?

## Mailing Address:

New Jersey Board of Dentistry  
P.O. Box 45005  
Newark, NJ 07101

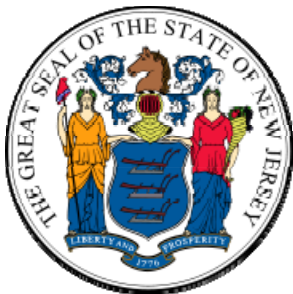
## Physical Address:

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](http://www.NJConsumerAffairs.gov/den)

**Application Status**

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

**License Verification**

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

