STATE OF NEW JERSEY
New Jersey State Board of Dentistry

Application Process Overview
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New Jersey State Board of Dentistry
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Board of Dentistry

- License qualified individuals
- Regulates the practice of dentistry
- 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 ($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 (as required)
7. Submit Registration Form ($390/$195)
Application Fees

- Application Fee: $125
  - 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](http://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 Sagem Morpho
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 ($390/$195)
Residency Training Permits

- Designed for applicants in post-graduate training programs in New Jersey
- Practice is limited to the Residency Program – NO "moonlighting"
- Fee is only $10
Keeping Your License Current

- Licenses are valid for 2 years
- Every dentist license expires in October 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 $390)
Continuing Education

• You must complete your continuing education prior to renewal (October 31 of every odd-numbered year)

• Dentists must complete 40 credits
  o 20 may be done as “self-study”
  o You may carry over a maximum of 7
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