

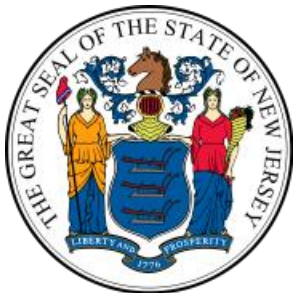
STATE OF NEW JERSEY
New Jersey State Board of Dentistry

Application Process Overview



Board of Dentistry

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



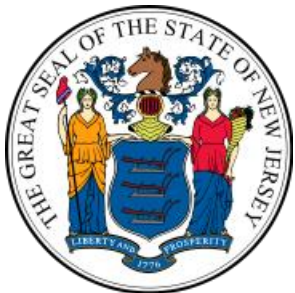
License to Practice

- 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



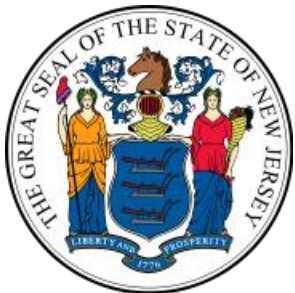
License to Practice

- 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.



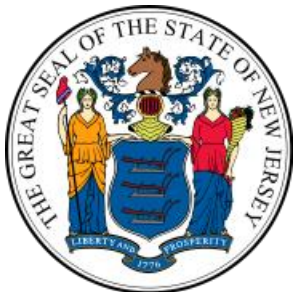
How do I get an application form?

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

www.NJConsumerAffairs.gov/den

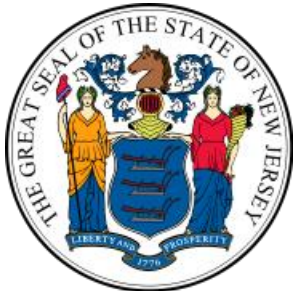


The screenshot displays the website for the New Jersey Division of Consumer Affairs. At the top, there are logos for 'The State of New Jersey' and 'Office of the Attorney General'. The main header features the 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS' logo and a search bar. Below the header is a navigation menu with links for Home, Division Units, Boards & Committees, NJPMP, News, and Contact. A 'File a Complaint' button is also visible. The main content area is titled 'New Jersey State Board of Dentistry' and lists various application and registration forms under the heading 'Applications and Forms'. The list includes: 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), Reinstatement/Reactivation of a License or Registration (Application to Reinstatement/Reactivate a License or Registration), and Dentistry Incident Report (Incident Report Form).



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 (*as required*)
7. Submit Registration Form (\$120/\$60)



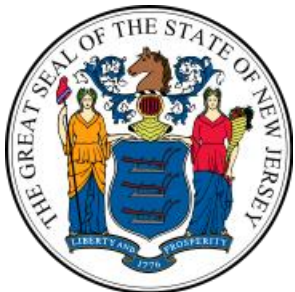
Application Fees

- 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***



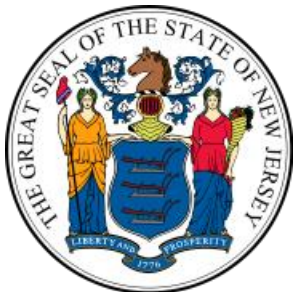
Application Questions

- 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



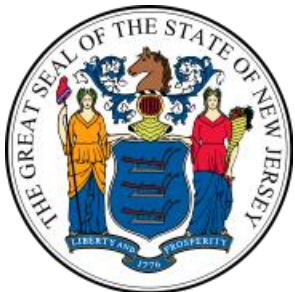
Initial Registration Fee

- 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)



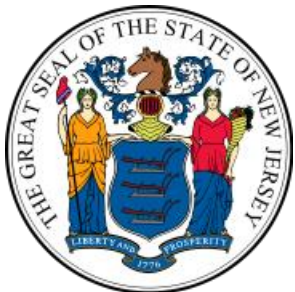
Keeping Your License Current

- 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

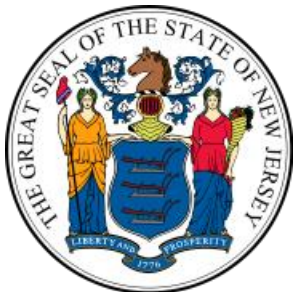
Physical Address:

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

