



ARIZONA STATE BOARD OF DENTAL EXAMINERS

4205 North 7th Avenue, Suite 300 • Phoenix, Arizona 85013

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www.dentalboard.az.gov

Dear Dental Hygiene Licensure by Examination Applicant:

Thank you for your interest in dental hygiene licensure in Arizona. This letter outlines the requirements for licensure by examination. Apply for licensure by examination if you successfully completed your clinical examination within five years preceding the filing of your application with this office.

The requirements for licensure include a jurisprudence examination on the Arizona Revised Statutes (Laws) and Arizona Administrative Code (Rules) governing dentists, dental hygienists, dental assistants and denturists. The Laws and Rules are available from our web site at <https://dentalboard.az.gov/publications>.

The jurisprudence examination is given at the Board's office once a month. The list of examination dates and times is on our website at <https://dentalboard.az.gov/applications-forms>. Please call to add your name to the examination participant list.

You have the option of taking the jurisprudence examination online at <http://www.azdentaljuris.com>. The fee to take the examination online is \$35.00 which is paid online by credit card. This fee is in addition to the Board's jurisprudence examination fee

Please be advised, new law enacted July 3, 2015 requires applicants for licensure to obtain a valid Arizona Fingerprint Clearance Card.

Upon receipt, your application for licensure will be reviewed. If all requirements for licensure are met, a letter of licensure will be forwarded to you. If all the requirements are not met, you will receive notification of what is needed to complete your application. You have 60 days to submit missing documentation. If you do not submit missing documentation within 60 days, you must start the licensure process over.

If you have any questions or require additional information, contact Nancy Elia at 602.542.4437.

DENTAL HYGIENE LICENSURE BY EXAMINATION REQUIREMENTS

Applicants must submit the following documentation when applying for licensure:

1. Application Form
 - a. Provide an answer to **all** of the questions.
 - b. Sign your application in the presence of a Notary Public.
 - c. Attach a photograph that is not more than 6 months old. A passport size photograph is satisfactory.
 - d. Include the Malpractice Addendum if you answered yes to question 15.

2. Clinical Examination
 - a. Submit a **photocopy** of your scorecard.
 - b. Dates of examination must be within five years immediately preceding the date the application was filed with the Board.
 - c. If you need to order your scorecard from WREB, order a Duplicate Success Card.

3. National Board Scorecard
 - a. Must be sent directly to the Board office from National Board.
 - b. If you need to order your National Board results, you must order them online. Each result report is \$34.00. Go to <http://www.ada.org/en/jcnde/examinations/leaving-jcnde-site-request-nbdhe-results>. When you reach the page, it will inform you that you are leaving the JCNDE website to log in. Click the "click here." When asked what state to send the results to, click on the box for Arizona. The JCNDE has the Arizona Dental Board's address saved and will send it to the correct address. Continue to the next page to select the number of copies you would like to order in the dropdown box to the right of your address. After selecting where the results will be mailed, complete the disclaimer and payment information pages and submit your request. All requests are mailed via USPS First Class mail (no tracking). Expedited service is not available.

4. Dental Hygiene School Transcript
 - a. Must be sent directly to the Board office from your dental hygiene school.
 - b. Must be an official transcript
 - c. Dental hygiene degree must be posted

5. Jurisprudence Examination
 - a. Examination over the Arizona Revised Statutes and Arizona Administrative Code governing dentists, dental hygienists, dental assistants and denturists. Download and study the PDF files entitled Board Laws and Board Rules from the Publications tab on our web site at <https://dentalboard.az.gov/publications>.
 - b. The Jurisprudence Examination Fee is \$100.00 payable in certified funds (cashier's check or money order) to the Arizona State Board of Dental Examiners. The fee must be submitted at the time you submit your application. (ARS § 32-1284(A))
 - c. The examination is given monthly at the Board office, please call 602.242.1492 to reserve your seat.
OR
You may take the examination online at <http://www.azdentaljuris.com>. The fee to take the examination online is \$35.00. This is a separate, additional fee payable by credit card online. Please use your legal name when registering.
 - d. If you complete the examination online, submit a copy of your completion certificate.

6. Arizona Fingerprint Clearance Card
 - a. If you have a valid Arizona Fingerprint Clearance Card, submit a photocopy.
 - b. To obtain an Arizona Fingerprint Clearance Card, you may apply online at <http://fieldprintarizona.com> if you are in state. OR
 - c. If you are out of state or do not have access to an internet connected device contact the Arizona Department of Public Safety (DPS) for a Fingerprint Clearance Card application packet. You may contact them by either calling 602.223.2279 or faxing your request to 602.223.2947. DPS office hours are Monday through Friday, 8:00 am to 5:00 pm.
 - d. On either Fingerprint Clearance Card application select Paid Employee and the appropriate statutory authority. ARS § 32-1232 for Dentists, ARS § 32-1284 for Dental Hygienists or ARS § 32-1297.01 for Denturists.
 - e. For more information, please review DPS Fingerprint Clearance Card Frequently Asked Questions at <http://www.azdps.gov/services/fingerprint/>

7. Arizona Statement of Citizenship or Alien Status for Public Benefits Form
 - a. Complete the Arizona Statement of Citizenship or Alien Status for State Public Benefits form.
 - b. Submit copy of one or more document(s) from the "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" lists.
 - c. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph.
 - d. Submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

8. CPR Certification
 - a. Submit a **photocopy** of your current Healthcare Provider CPR certification indicating expiration or renewal date.

9. National Practitioner Data Bank
 - a. If you are or have ever been licensed in another state, you must submit a self-query from the National Practitioner Data Bank that is no more than 30 days old.
 - i. On the internet, go to: <http://www.npdb.hrsa.gov>
 - ii. Click on Self-Query Basics, then Start a Self-Query for an Individual
 - iii. When you receive the self-query back from NPDB be sure to open it to verify it is the self-query, make a copy for yourself and send the original to this office.

10. Letter of Endorsement
 - a. If you are in the military or employed by the United States government, submit a letter of endorsement from your commanding officer or superior.

11. Letter of Endorsement
 - a. If you are licensed or have ever been licensed in any other jurisdiction, a letter of endorsement must be sent from that jurisdiction **directly** to the Arizona State Board of Dental Examiners.

12. Name Change Documentation
 - a. If any of your documents are submitted under a name other than your legal name (question 2 on the Application for Licensure), please provide a copy of the document legally changing your name (i.e. marriage certificate, divorce decree, court papers).

13. Prorate License Fee
 - a. The prorate license fee, is the fee for your license from the date your license is issued to the next June 30.
 - b. The prorate license fee is \$55.00. (ARS § 32-1287(C))
 - c. This fee may be paid by personal check.

IMPORTANT DATES

If your application requires Board review, the following are cutoff dates for COMPLETE APPLICATIONS to be placed on the Board meeting agenda. A COMPLETE APPLICATION includes all required documents, fees and successful completion of the jurisprudence exam.

Cutoff date	Board Meeting Date
Friday, September 16, 2016	October 7, 2016
Thursday, November 10, 2016	December 2, 2016
Friday, January 13, 2017	February 3, 2017
Friday, March 10, 2017	March 31, 2017
Friday, May 12, 2017	June 2, 2017
Friday, July 14, 2017	August 4, 2017
Friday, September 15, 2017	October 6, 2017
Friday, November 10, 2017	December 1, 2017