



Douglas A. Ducey,
Governor

Arizona State Board of Dental Examiners

“Protecting the Public’s Health”

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INITIAL APPLICATION INSTRUCTIONS AND INFORMATION

Thank you for your interest in obtaining a license to practice dentistry in Arizona. We believe these instructions are a helpful tool to be used to help you achieve success. Please give your application the time and attention needed to accurately answer all questions. As we work together, we are excited for your opportunity and available to help you receive your license. It’s the mission of the Arizona State Board of Dental Examiners (“Board”) to protect the public’s health through judicious licensing, regulation and education. And therefore, it is incumbent on you to share in that mission, which will bring with it your subsequent success. Please treat all Arizona patients with the respect and value in which you respect and value your own license.

Please read the following six pages of information carefully and completely

Below is a checklist to help you understand the Board’s process and to keep you on task of the essential documents needed to support your application.

Please type your respective response for each answer or make the appropriate selection(s). Once complete, including your payment, please sign it with your e-signature and click the button that reads “Click to Sign” as pictured to the right. The “Click to Sign” button will only appear when you complete the minimum required fields. The button will appear in the bottom right-hand corner of your application. The count of all required fields appears in the top right-hand corner of the application. After clicking the “Click to Sign” button, you will receive a message that reads, “You have successfully signed the agreement ‘Initial Application’”. You will also receive an email confirming your submission. If you do *not* receive either, then the Board did *not* receive your completed application. Please be advised, all application materials become the permanent property of the Board and will *not* be returned.



Click to Sign

Initial Application Process – Applicants may qualify for a license by **one of three processes** (*Denturists may qualify for processes 1 or 3 only*):

1. **Apply by Examination** – For applicants who successfully completed a clinical examination within five years directly preceding the filing of this application.

Complete Application, including your signature/e-signature.

Complete the Board’s Statement of Citizenship Form **AND** the required support/evidence. The form may be obtained at <https://dentalboard.az.gov/applications-forms/forms>.

If applicable, documentation related to any question in which you answered “yes” to in the “Conduct” section of the application.

Attach/submit one **quality** photograph of the applicant’s head and shoulders no larger than the section provided, in the application, taken no more than six months before the date of the application.

Submit a copy of your current healthcare provider Cardio Pulmonary Resuscitation (“CPR”) certification indicating an expiration or renewal date.

If you have been licensed/certified in another United States jurisdiction for more than six months, please submit a copy of your National Practitioner Data Bank (“NPDB”) self-query that is no more than 30 days old. This may be

obtained at <https://www.npdb.hrsa.gov/> by clicking the NPDB's self-query link and paying the fee of \$4.00.

Submit a copy of your Arizona Fingerprint Clearance Card. If you do *not* have an Arizona Fingerprint Clearance Card:

If you are located in the state of Arizona, you may schedule an appointment online at <http://fieldprintarizona.com>, OR

If you are located out-of-state, please contact the Arizona Department of Public Safety ("AZDPS") at <http://www.azdps.gov/services/fingerprint> and click the tab "Apply for Card". After clicking that tab you must select paper application.

Submit a copy of your certificate of completion of the Board's jurisprudence examination. To take this required, nonrefundable exam, which covers the Board's laws and rules, please follow these simple directions:

Study the Board's laws and rules by downloading both at <https://dentalboard.az.gov/publications>;

Once prepared, please take the examination at <https://txn.esslearning.com/catalogs/azbde/> and select the appropriate examination based on your specific dental profession and pay the examination testing fee of \$35.00; and

Submit a copy of your certificate of completion directly to the Board's office.

Please pay online using the Board's "[Payment](#)" tab on its website, or by a personal, business or cashier's check or a money order payable to the Arizona State Board of Dental Examiners. The fee is prorated until June 30 when you will have to renew and pay the applicable renewal fee(s). Please select from the menu of options when paying your initial Board fees. The initial fees are as follows: Dentists – \$110.00 (prorated initial license), plus \$300.00 (jurisprudence exam); Hygienists – \$55.00 (prorated initial license), plus \$100.00 (jurisprudence exam) and Denturists – \$46.00 (initial license), plus \$250.00 (jurisprudence exam).

The following documents are direct source only documents. "Direct source only" means that the documents must be submitted to the Board directly from the issuing agency/entity and **cannot be submitted by the applicant.**

Please make arrangements to have your dental school or your dental hygiene school or your denturist school transcripts sent directly to the Board's office. Transcripts must be official and degree conferred.

Completed license verification(s) – If you hold, have held or applied for a dental license in any other United States jurisdiction, please contact each jurisdiction and make arrangements for them to send a verification of your license status directly to the Board.

If you are in the military or employed by the United States government, please make arrangements for a letter of endorsement from your commanding officer or supervisor that confirms your military service or United States government employment record sent directly to the Board.

For Dentists and Hygienists

Please make arrangements to have your written National Board Examination scores electronically accessible by the Board's office. Please use this link for more information regarding the National Board Examination: <https://www.ada.org/en/jcnde/examinations>

Please make arrangements to have your Western Regional Board Examination scores *or* your scores from a clinical examination administered by another state or regional testing agency in the United States within five years preceding this application sent directly to the Board's office.

For Denturists

Please make arrangements to have your Board approved examination scores sent directly to the Board's office. Currently, the only Board approved examinations are administered by the Oregon Board of Denture Technology and the Washington State Department of Health Board of Denturists.

- 2. Apply by Credential** – For applicants, *excluding denturists*, who successfully completed a clinical examination more than five years directly preceding the filing of this application.

Complete Application, including your signature/e-signature.

Complete the Board's Statement of Citizenship Form **AND** the required support/evidence. The form may be obtained at <https://dentalboard.az.gov/applications-forms/forms>.

If applicable, documentation related to any question in which you answered "yes" to in the "Conduct" section of the application.

Attach/submit one **quality** photograph of the applicant's head and shoulders no larger than the section provided, in the application, taken no more than six months before the date of the application.

Submit a copy of your current healthcare provider Cardio Pulmonary Resuscitation ("CPR") certification indicating an expiration or renewal date.

If you have been licensed/certified in another United States jurisdiction for more than six months, please submit a copy of your National Practitioner Data Bank ("NPDB") self-query that is no more than 30 days old. This shall be obtained at <https://www.npdb.hrsa.gov/> by clicking the NPDB's self-query link and paying the fee of \$4.00.

Submit a copy of your Arizona Fingerprint Clearance Card. If you do *not* have an Arizona Fingerprint Clearance Card:

If you are located in the state of Arizona, you may schedule an appointment online at <http://fieldprintarizona.com>, OR

If you are located out-of-state, please contact the Arizona Department of Public Safety ("AZDPS") at <http://www.azdps.gov/services/fingerprint> and click the tab "Apply for Card". After clicking that tab you must select paper application.

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Completed license verification(s) – If you hold, have held or applied for a dental license in any other United States jurisdiction, please contact each jurisdiction and make arrangements for them to send a verification of your license status directly to the Board.

If you are in the military or employed by the United States government, please make arrangements for a letter of endorsement from your commanding officer or supervisor that confirms your military service or United States government employment record sent directly to the Board.

Please make arrangements for another United States jurisdiction or regional testing agency send certified documentation directly to the Board containing your name, date of examination or examinations and proof of a passing score.

- 3. Apply by Universal Recognition** – For applicants who are Arizona residents, who have a dental license in another United States jurisdiction for at least one year and all current or previously held licenses are in good standing.

Complete Application, including your signature/e-signature.

Complete the Board's Statement of Citizenship Form **AND** the required support/evidence. The form may be obtained at <https://dentalboard.az.gov/applications-forms/forms>.

If applicable, documentation related to any question in which you answered “yes” to in the “Conduct” section of the application.

Attach/submit one **quality** photograph of the applicant’s head and shoulders no larger than the section provided, in the application, taken no more than six months before the date of the application.

Submit proof of Arizona residency. Proof of residency may be established by submitting a copy of any of the following:

- A valid Arizona driver’s license;
- A current Arizona motor vehicle registration;
- Proof of filing Arizona income taxes in the most recent tax year;
- Arizona voter registration;
- Documentation of a mortgage for an Arizona residence;
- A dated rental contract with proof of payment;
- Proof of establishment of Arizona utilities;
- Enrollment of children in Arizona schools of grades K-12; or
- Military Form 2058.

Submit a copy of your current healthcare provider Cardio Pulmonary Resuscitation (“CPR”) certification indicating an expiration or renewal date.

Submit a copy of your National Practitioner Data Bank (“NPDB”) self-query that is no more than 30 days old. This may be obtained at <https://www.npdb.hrsa.gov/> by clicking the NPDB’s self-query link and paying the fee of \$4.00.

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If you are in the military or employed by the United States government, please make arrangements for a letter of endorsement from your commanding officer or supervisor that confirms your military service or United States government employment record sent directly to the Board.

After your application is received, Board staff will review your application materials and notify you, in writing, of any deficiencies. Please do *not* be concerned if you receive a deficiency letter. Most applicants receive this letter because of the wait time to receive documents from other sources. If deficient, your application will remain in “pending status”, for up to 65 days, or until all supplemental documentation is received and all deficiencies are remedied.