



APPLICATION FOR DENTAL LICENSURE

GEORGIA BOARD OF DENTISTRY
237 Coliseum Drive
Macon, Georgia 31217
Phone (478) 207-2440
www.sos.ga.gov/plb/dentistry

Please read the instructions carefully and be familiar with the **laws and rules** governing the practice of dentistry in the State of Georgia. Visit the following web site for information: <http://www.sos.ga.gov/plb/dentistry>.

****Important****

The Board cannot process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board.

Please review this application before you submit it to ensure that all information and documentation is complete and correct.

Incomplete applications result in delayed processing and are void after one year.

All foreign trained applicants' applications must be reviewed and approved by the board.

Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a COMPLETE application.

The \$100 **non-refundable** application fee payable by check or money order payable to the **Georgia Board of Dentistry** must be included with application.

Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. § 16-9-20.

NOTARIZED APPLICATION: Completed application form accompanied by a fee of \$100.00. Your application will not be processed unless the fee and all supporting documents are received. If licensure is granted, the license will be required to be renewed by the last day of December in ODD numbered years, regardless of when you were originally licensed. The licensure process could take up to a minimum of **30 days** after submission of a completed application. Plan your application time accordingly.

LICENSE VERIFICATION: Official license verification for every dental license ever held, other than Georgia. Each verification must indicate the date of licensure, the licensure status (active, inactive, expired, or revoked, etc.) standing of license, any disciplinary charges made against you by the licensing board or by any other state

agency, and the result of these actions. The applicant must provide a copy of the formal complaint/pleading, outcomes, and a personal written explanation for each instance of discipline. You should call each state board about fees for these services. **The verification(s) must be submitted with your application IN THE ORIGINAL SEALED ENVELOPE FROM THE BOARD OF EACH LICENSING STATE, and must be dated within four months of the Board's receipt of your complete application packet.**

DEGREE TRANSCRIPT: An Official Transcript which documents graduation with a D.D.S. or D.M.D. degree from a dental school which is accredited by the American Dental Association Commission on Dental Education. The transcript must be IN THE ORIGINAL SEALED ENVELOPE FROM THE COLLEGE. Graduates from a non-accredited school please see Rule 150-3-.04 and O.C.G.A. § 43-11-40(a)(1)(A) and (B). ***Note: All foreign trained applicants' applications must be reviewed and approved by the board.**

NATIONAL BOARD SCORES: National Board Scores from the ADA Joint Commission on National Dental examinations. The ADA (1-800-621-8099) will send a copy of National Board scores to state licensure boards only. If you ask the ADA to send our board a copy of your National Board scores, so indicate in your application packet. **DO NOT SUBMIT THE NATIONAL BOARD CERTIFICATE. YOUR NATIONAL BOARD SCORE MUST COME DIRECTLY FROM THE ADA TO BOARD OFFICE.**

CLINICAL LICENSURE EXAMINATION: Effective July 1, 2009, each candidate for a license to practice dentistry must pass all sections with a score of 75 or higher of a clinical examination administered by the Georgia Board of Dentistry or a testing agency designated and approved by the Board. **The testing agency designated and approved by the Board for the clinical examination is Central Regional Testing Service (CRDTS).** Once you have taken the clinical exam, you must submit a **notarized** copy of your score sheets. Contact CRDTS at www.crdts.org or by telephone at: (785) 273-0380 for additional information. CRDTS scores are valid for five (5) years.

Please see Board Rule **150-3-.01** concerning **examinations** accepted by the Georgia Board.

The Georgia Board has restrictions on the number of times a licensure candidate can take the examination. See Board Rule **150-3-.01(4), (5), and (6)** for information on number of examination attempts allowed.

JURISPRUDENCE EXAMINATION: The examination must be downloaded from our website. The study materials are also on our website. The fee for this examination is \$25.00, payable to the order of Georgia Board of Dentistry. **FEES ARE NON REFUNDABLE.** *A score of 75 or higher is considered a passing score.*

NATIONAL PRACTITIONER DATA BANK: To obtain a self query from the NPDB-HIPDB, please visit www.npdb-hipdb.com or call the Customer Service Center at 1-800-767-6732.

If the he National Practitioner Data Bank(NPDB) provides any disciplinary action, certified copies of any pending or final disciplinary actions or malpractice actions against
Revised 11-3-2011

applicant must be submitted. All applicants must submit a NPDB report along with the completed application. The NPDB report must be dated within four months of the submission of the application. *“The ONLY applicants exempt from the requirement of NPDB report submission are those applicants within 6 months of dental school graduation and who have never been issued a dental license in any state or U.S. territory”*.

The NPDB report must be received in the ORIGINAL SEALED ENVELOPE FROM NPDB. Applicants who have disciplinary or malpractice case(s) (open & closed) will be considered for licensure on a case- by-case basis, after receipt of all required application materials. For each case, the applicant must submit:

- 1) a copy of the formal complaint pleadings filed by the plaintiff/complainant or State Regulatory Agency,
- 2) a copy of the final action, disposition, or settlement,
- 3) a personal explanation of the disciplinary action or the malpractice claim, and
- 4) any further information requested by the Board in separate communications.

CPR: Submit a photocopy of your current CPR certification in compliance with Board rule **150-3-.08**.

Copy of Court Document or Affidavit explaining any discrepancies of the applicant’s name if documents submitted bears different name(s). [i.e. marriage certificate, divorce decree, legal name change]

Relocation: If you relocate during the time that your application is being processed, you **must** notify the Board of your new address in writing by fax (866) 888-1308 or mail. This will enable you to receive Board correspondence.



Do Not Write In This Section:

Receipt#: _____

Amount: _____

Applicant #: _____

Initials/Date: _____

Board Name: Georgia Board of Dentistry
Address: 237 Coliseum Drive
Address: Macon, GA 31217
Telephone #: (478) 207-2440
Fax #: (866) 888-1308
Website: www.sos.ga.gov/plb/dentistry

Application For: Dental License

Application \$125 Non-Refundable Fee (\$100 Application Fee \$25 Exam)

Applicant is applying for above referenced license by:

Application/Examination

Application [currently licensed in another state(s)]

Checks returned for insufficient funds will be assessed a \$40 service charge pursuant to O.C.G.A. § 16-9-20

DISABILITY- If you have a disability and may require an accommodation, you must contact the Board to obtain the REQUEST FOR DISABILITY ACCOMMODATIONS GUIDELINES.

VETERANS PREFERENCE POINTS- Veterans may be eligible for special benefits in testing. For more information, contact the Board office. **Submit copy of DD-214 with your application.**

Part I: Personal Information

1. Name: _____
Last First Middle Maiden

Name as shown on exam records or transcripts (if different) _____

2. Social Security Number*: _____ - _____ - _____ 3. Date of Birth: _____

4. Physical Address: _____
(Street) (Apt. #) (City/State/Zip Code) (P.O. Box is not acceptable)

5. Mailing address if different:

(Street) (Apt. #) (City/State/Zip Code)

If you are granted a license, your name, mailing address and license number are public information.

6. E-Mail Address: _____

7. Telephone #: Home: () _____ Work () _____ Other () _____

8. Military Service: _____ Dates of Service: _____
Honorable/Dishonorable Discharge: _____

*This information is authorized to be obtained and disclosed to state and federal agencies pursuant to O.C.G.A. §19-11-1 and O.C.G.A. §20-3-295, 42 U.S.C.A. §551 and 20 U.S.C.A. §1001. It may also be disclosed to the National Practitioner's Databank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB) or other licensing boards, or other regulatory agencies for license tracking purposes.

Part II: Professional Education

9. Highest Degree Earned: ___ Doctorate ___ Master ___ Bachelor ___ Associate
_____ Diploma/Certificate

10. Name/Address of Entry Level Professional Institution (e.g. technical school, undergraduate college/university): _____

- a. Dates Attended: _____
- b. Major: _____
- c. Graduation Date: _____
- d. Degree(s) Earned: _____

11. Name/Address of Graduate School/University: _____

- a. Dates Attended: _____
- b. Major: _____
- c. Graduation Date: _____
- d. Degree(s) Earned: _____

12. Name/Address of Post-Graduate School/Hospital (if applicable): _____

- a. Type of Training: _____
- b. Dates Attended: _____

13. National Board Information:

I understand that it is my responsibility to see that a copy of my scores be mailed from the Joint Commission on National Dental Examinations directly to the Board. For your convenience, the number is: 1-800-621-8099.

Signature of Applicant

14. Clinical Examination:

I understand the Georgia Board of Dentistry accepts the results from the Central Regional Testing Service, but it is my responsibility to send a notarized copy of those results to the Georgia Board of Dentistry. For your convenience, the number is: RDTS-785-273-0380

Signature of Applicant

15. National Practitioners Data Bank/Healthcare Integrity and Protection Data Bank

The Georgia Board of Dentistry requires all candidates for licensure to query the **NPDB/HIPDB** before licensure will be granted: You may contact the NPDB/HIPDB by calling: 1-800-767-6732 or by submitting your query online at: www.NPDB.com. (When you receive the RESPONSE from the NPDB/HIPDB please forward the information to the Board office along with your completed application). **If you are a recent graduate (within the past six months) and not licensed in any other state, you are exempt from this requirement.**

16. Did you require special accommodations for any examination, SRТА, CRDTS, NERB, ADEX, WREB, or CITA as outlined in the Americans with Disabilities Act? Yes No **If yes, what accommodations were made?**

17. Have you ever failed a portion of any clinical examination, CRDTS, NERB, ADEX, SRТА, WREB, CITA, or any other regional or state clinical examination?

- Yes No **If yes, give dates (list regional and/or state if applicable).**

If you've **failed** this exam **three (3) or more times** please request an **exam history** from CRDTS, NERB, ADEX, SRТА, WREB, CITA, or any other regional or state board.

Part III:

If yes to any of the following questions you must attach a full written explanation pertaining to that particular question.

18. Was your pre-dental education or dental education interrupted, other than the usual vacation periods?
 Yes No

19. Do you presently have any contagious or infectious disease? Yes No

20. Have you ever been charged with driving under the influence of alcohol or drugs? Yes No

21. Have you ever had a formal complaint filed against you with any dental society, association, hospital, or dental board? Yes No

22. Has any state licensing board revoked or suspended your certificate/license, or taken other disciplinary action? Yes No

23. Have you ever been denied a DEA registration number or been issued a restricted DEA registration?
 Yes No

24. Have you ever voluntarily surrendered a dental license, a controlled substances registration, or DEA registration? Yes No

25. Have you ever had any malpractice suits filed against you? Yes No

26. Have you ever been denied participation in, or suspended from the Medicaid or Medicare benefit program? Yes No

27. Have you ever been denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a license by any board or agency in Georgia or any other state? Yes No

28. Have you ever been denied the privilege of taking an examination before any Dental Board or licensing authority? Yes No

29. Have you ever failed an examination required of any Dental Board or other licensing authority?
 Yes No

30. Have you ever been refused any privilege of prescribing controlled substances, or had any prescribing privileges of controlled suspended or revoked? Yes No

31. Have you ever been refused, or suspended from membership in a dental society, or association, or hospital staff? Yes No

32. Have you ever personally used narcotics or alcohol excessively or have you ever undergone treatment for addiction to alcohol or other controlled substances or habit forming substances? Yes No

33. Have you ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pled guilty to, or pled, nolo contendere to, a violation of any law or ordinance or the commission of any felony or misdemeanor (excluding minor traffic violations), (DWI & DUI are **not** minor traffic violations), or have you been requested to appear before a prosecuting attorney or investigative agency in any matter? Yes No

(Although a conviction may have been expunged from the records by order of court, it nevertheless must be disclosed in your answer to this question). If yes, for **each** occurrence furnish a written statement giving the complete facts in your own words, including in such statement the date, name and nature of the offense,

the name and locality of the court, and the disposition of each such matter. **You must attach the court disposition.**

34. Are there any other facts not disclosed by your answers which may have a bearing on your fitness or eligibility to practice dentistry in Georgia and which should be placed at the disposal or brought to the attention of the State Board of Dentistry? Yes No

35. Out of State Licensure Certification(s):

List all states which you have been issued a license to practice dentistry: (active, inactive, revoked, suspended, expired, lapsed etc.) You should have each state listed send an official letter of licensure verification/certification. **See instruction sheet for details. If not applicable check here:**

() N/A and initial

<u>STATE</u>	<u>DATE OF LICENSURE</u>	<u>LICENSE STATUS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

36. References: Listed below are two references that I have supplied with the proper form included in my application packet.

I understand that it is my responsibility to see that these forms are returned. I certify these references are not related to me, nor are they connected with any dental college I attended.

Name_____

Name_____

Address_____

Address_____

City, State, Zip_____

City, State, Zip_____

Occupation_____

Occupation_____



Part IV:

37. AFFIDAVIT OF APPLICATION

I acknowledge and state that I have read the application and instructions that accompanied this application and I have answered all questions in compliance with these instructions. I acknowledge that it is my responsibility to read and become familiar with the Dental Practice Act and the Board Rules.

I further state that by submitting this application for a license to practice dentistry/dental hygiene in the State of Georgia, I hereby authorize and consent to have an investigation made as to the moral character, professional reputation and fitness for the practice of dentistry/ dental hygiene. I agree to give any further information in which may be required in reference to my past record. I understand that I will not receive a copy of the report or know its contents and I further understand that the contents of the investigative report will be privileged unless determined otherwise by the Board of Court Order.

I authorize and request every person, hospital, clinic, community, governmental agency (local, state, federal or foreign), court, association, institution, or other organization having control of any documents, records and other information pertaining to me, to furnish to the Georgia Board of Dentistry any information, including documents, records, regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data and to permit the Georgia Board of Dentistry or any of its agents or representatives to inspect and make copies of such documents, records and other information, in connection with this application, subsequent licensure or practice thereunder.

I hereby release, discharge and exonerate the Georgia Board of Dentistry, its agents or representatives, and any person so furnishing information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records or other information or the investigation made by the Georgia Board of Dentistry. I authorize the Georgia Board of Dentistry to release information, material, documents, orders or the like relating to me or to this application to any other State or Territory of the United States or Province of Canada, a law enforcement agency, a hospital or other appropriate agencies as determined by the Board.

I, the undersigned, do hereby affirm under penalty of perjury that all statements made and information contained in this application are true and correct to the best of my knowledge and belief. Further, I consent to a thorough investigation of my employment record and other information that may be necessary to verify my qualifications to practice. I understand that any final disciplinary action that may ever be taken against my license, if it is granted, would be provided to a national disciplinary reporting system and that my Social Security number would be a part of that report.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) _____ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on pages 14 & 15 of this application.**

2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia Board of Dentistry and/or criminal prosecution.

This is to certify that the foregoing information is true and correct to the best of my knowledge.

Signature of Applicant

Date _____

Please attach recent photograph

(Print Name Above)

County _____ State _____

being duly sworn, says that he/she is the person who executed the above application for license to practice dentistry/dental hygiene in the State of Georgia; and that all the statements herein contained are true in every respect and that the attached photo is a true photo of the applicant.

Notary Public

Notary: Do not notarize this section unless photograph is attached.

Sworn to and subscribed before me this ____ day of _____, _____.

(SEAL) My Commission Expires _____

Part V: STATE LICENSURE CERTIFICATION

TO THE APPLICANT: Please complete the top section of this form and mail to each state in which you are now or have been licensed to practice dentistry. This form may be reproduced as necessary.

TO: _____ **Board of Dentistry**

I am applying for licensure and the Georgia Board requires that your Board complete this form in order that my application for licensure may be considered. By signing this form, I am giving my consent to the release of any information, favorable or otherwise, for its review in considering me for licensure.

My license Number _____ was issued by your Board on _____ on the basis of () State Board Exam, () Reciprocity/Endorsement, () National Board, () Credentials, () other _____.

Applicant's Full Name (print or type)	Address		
Signature	City	State	ZIP

This section is to be completed by an official of the above referenced licensing board. Please return this form directly to the applicant in a sealed envelope.

Dental License Number _____ to practice dentistry in the State of _____ was issued on _____ to _____.

Licensee

Is license current and in good standing? ___ Yes ___ No*

Has any disciplinary action ever been taken against this license?

___ Yes* ___ NO *If yes, please attach disciplinary documents.

* Please provide complete details, including copies of any documents.

Signature	Date
Title	(BOARD SEAL)

Licensing Board

(You may duplicate this form)

TO THE REFERENCE: The person listed below is applying for licensure as a dentist in the State of Georgia. The applicant is required to furnish satisfactory evidence that he/she is qualified to practice professional dentistry. You have been given this form as one who knows the applicant well and can attest to his/her character, ability, reputation, and professional attainments. The statements you provide must be from personal knowledge only, and should be made with full realization of the responsibility toward the public involved. You should answer fully, carefully, and with the utmost frankness. Be assured that the information you furnish will be treated as **strictly confidential**. Please return your recommendation directly to the applicant. **RETURN TO APPLICANT IN A SEALED ENVELOPE.**

NAME OF APPLICANT _____

FROM _____
Reference Full Name (Daytime telephone # including area code)

_____ Address

_____ City Zip Code

1. Are you a licensed dentist? ___ Yes ___ No If yes, what state(s)? _____

If no, what is your present profession? _____

2. How long have you known the applicant? ___ Years. Are you related? _____

3. In what capacity have you known him/her _____

4. Do you know anything reflecting adversely on the applicant's integrity or general good character?
___ Yes ___ No **If yes, give details on a separate page.**

5. Do you feel that this applicant is qualified to have responsibility of a dental office? ___ Yes
___ No **If no, give details on a separate page.**

6. Would you feel comfortable going to this person for your dental needs? ___ Yes ___ No
If no, give details on a separate page.

7. What is the applicant's character, reputation, and standing in the community?

The undersigned certifies that the above statements, to the best of his/her knowledge and belief, are correct.

Signature Title Date



**OFFICE OF SECRETARY OF STATE
PROFESSIONAL LICENSING BOARDS DIVISION
237 Coliseum Drive
Macon, Georgia 31217
(478) 207-2440**

CONSENT FORM

I hereby authorize the Georgia Board of Dentistry ("Board") to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (Print)

Physical Address (P.O. Boxes NOT Accepted)

City, State, Zip

Sex

Race

Date of Birth

Social Security Number

One of the following must be checked:

This authorization is valid for 90/180/___ (circle one) days from date of signature.

I, _____ give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

Signature of Applicant

Date

Special licensure provisions (check if applicable):

___ Working with mentally disabled

___ Working with elder care

___ Working with children

APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

Name

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]