

APPLICATION INSTRUCTIONS FOR LICENSURE AS A DENTIST

All documents which must be requested from the appropriate institutions in the application process, must be mailed directly to:

**Tennessee Board of Dentistry
665 Mainstream Drive
Nashville, Tennessee 37243**

You **must** enter your social security number on the application for it to be complete. State law requires social security numbers on this application. TCA § 36-5-1301(a), as authorized by 42 U.S.C. § 405(c)(2)(C)(i). The number will be used to verify your identity and for any other purpose allowed by state or federal law.

There are different avenues for licensure as a dentist in Tennessee. Below are definitions of each avenue. Please carefully read and determine the process that is applicable to you.

By Examination –This requirement is applicable to any dentist who has successfully completed one of the following examinations: Southern Regional Testing Agency (SRTA), Commission on Dental Competency Assessments (CDCA) [formally Northeast Regional Board (NERB)], Central Regional Dental Testing Service (CRDTS), Western Regional Examining Board (WREB) or Council of Interstate Testing Agencies (CITA). Please refer to Rule 0460-02-.01(1) & (2) and the Board's policy on the ADEX examination for more information. The ADEX examination is accepted. Council of Interstate Testing Agency (CITA) examination is accepted if it was the ADEX examination that was administered.

By Criteria (Reciprocity) - This requirement allows a dentist who is licensed in another state and has actively practiced or taught for at least five (5) years to be considered for licensure without taking a regional examination. Applicants who have practiced or taught for at least two (2) years BUT less than five (5) years must request the examination scores, a copy of the candidate handbook for the exam taken and any additional information requested by the Board be submitted directly from the examination agency. Any accepted regional examination must never have been failed without subsequently retaking and passing to qualify by criteria approval. Please refer to Rule 0460-02-.01(1) & (3) for more information.

For a Limited License – This process is applicable to a dentist who graduated from a non-ADA accredited program with a degree substantially equivalent to either a D.D.S. or D.M.D. degree and has successfully completed a graduate training program in a recognized specialty branch of dentistry from an advanced specialty program accredited by the ADA. This type of license limits the practice location to ADA accredited institutions, dental education programs or in federally-designated health professional shortage areas. Proof of employment to practice in any of these locations is required upon initial application and subsequent renewal of this license. Please refer to Rule 0460-02-.03(1) & (2) for more information.

For a Limited Educational License - This process is applicable to a dentist licensed in another state and who will be teaching in a dental educational institute. This type of license limits the practice location to programs offered by the educational institution. Upon termination of faculty appointment, the license is void. Please refer to Rule 0460-02-.03 (1) & (3) for more information.

For a Dual Degree License - This process is applicable to a dentist who is licensed in Tennessee as a Medical Doctor and who possesses an active dental license which is in good standing in at least one (1) other state. You may use the *Application for Licensure as a Dentist* as the Dual Degree Licensure application. **However**, the supporting documentation is different and you must apply for your specialty certification at the same time you apply for your dual degree license. Please refer to Rule 0460-02-.02 for more information.

Additional certifications or permits that you can submit an application to add to your license (see Rules 0460-2-.06 and/or 0460-2-.07):

- | | |
|--------------------------------------|--|
| 1. Specialty certification | 3. Comprehensive Conscious Sedation Permit |
| 2. Limited Conscious Sedation Permit | 4. Deep Sedation/General Anesthesia Permit |

Dual Degree applicants must submit the Specialty Certification Application with the application for licensure.

NOTE: All submissions must be executed and dated less than one (1) year before receipt, or the documents will be rejected by the Board.

ALL APPLICANTS MUST ATTACH OR SUBMIT THE FOLLOWING:

Attach a passport-size photograph of yourself (taken within the last twelve (12) months)

Request an official transcript from the institution from which you completed your ADA (CODA) accredited dental school. The transcript must be mailed directly to the Board of Dentistry. If applying for a Limited or Limited Educational license and you did not obtain your dental degree from an ADA (CODA) accredited dental school, you must request an official transcript of your equivalent degree be mailed directly to the Board of Dentistry.

If you **are** or **have ever been** licensed, certified, registered, or permitted by any state to practice as a dentist (or any other profession), you must request a verification from each and every state. The verification must be mailed directly to the Board's Office from the other state(s).

Request to have your National Board scores submitted directly to the Board of Dentistry if you did not request Tennessee receive the scores upon graduation. There is a fee for duplicate scores. The scores can be requested at <http://www.ada.org/en/jcnde> or by contacting the Joint Commission on National Dental Examinations - 211 East Chicago Avenue, Suite 600 - Chicago, IL 60611-2637 - 800-232-1694. Most scores will be accessible for the board office to download once you request the scores.

(NOTE: Applicants applying for a Limited Educational licenses are not required to submit National Board scores)

Attach two (2) **Original** letters of recommendation from licensed dental professionals who can attest to your good moral character. These letters must identify the individual(s) as licensed dental professionals, be submitted on letterhead, and bear the original signature of the author.

Attach the front and back of your current CPR card. The CPR certification must be a BLS Healthcare Provider course, or CPR/AED for the Professional Rescuer, or an equivalent course, which provides training for healthcare professionals in CPR and the use of an AED. The course must be conducted in person and include a skills examination on a manikin with a certified instructor.

Attach proof of U.S. or Canadian citizenship or evidence of being legally entitled to live in the U.S. (e.g. copy of birth certificate, U.S. passport, naturalization papers, or current visa status.)

All applicants must complete, sign and have notarized the Declaration of Citizenship form and submit the documents required by the Declaration of Citizenship form. The Declaration is available online at <https://www.tn.gov/content/dam/tn/health/documents/PH-4183.pdf>. This form can be electronically attached to the initial application.

If any of your answers to the "application or competency questions" were in the affirmative, please submit a separate document to explain the situation. In addition to your explanation, the final documents or orders from the issuing states, courts and/or agencies must be attached.

Applicants who have failed three (3) times the National Board or any regional examination must successfully complete a remedial course of post-graduate studies at a school accredited by the ADA before consideration for licensure by the Board. The program director of the post-graduate program must provide written documentation of the content of such course and certify successful completion.

A criminal background check is required. For instructions to obtain a criminal background check, go to <https://www.tn.gov/health/health-professionals/criminal-background-check.html>. The OCA# is 1201.

Electronically complete and submit along with your application the *Practitioner Profile Questionnaire* which is online at <https://www.tn.gov/health/health-program-areas/health-professional-boards/dentistry-board/dentistry-board/applications.html>. You are required by law to update your profile within 30 days of any change as long as you have an active license. Failure to do so may subject you to disciplinary action.

APPLICANT APPLYING BY EXAMINATION MUST ALSO SUBMIT THE FOLLOWING:

If you took the Southern Regional Testing Agency (SRTA) examination within the last five (5) years, your scores were automatically sent to the Board of Dentistry and do not need to be requested from SRTA. If you took any other accepted regional examination, you will need to request that the testing agency send your scores directly to the Board's Administrative office. To have your scores mailed, please contact SRTA at (757)318-9082 or www.srta.org, WREB at (602)944-3315 or www.wreb.org, NERB (now the Commission on Dental Competency Assessments-CDCA) at (301) 563-3307 or

<http://www.cdcaexams.org/>, CRDTS at www.crdts.org/ or (785) 273-0380 or CITA at (919) 460-7750 or www.citaexam.com/.

APPLICANTS APPLYING BY CRITERIA MUST ALSO ATTACH OR SUBMIT THE FOLLOWING:

Attach a copy of all current and valid licenses to practice dentistry which you currently hold. You must have an active license in at least one other state.

Attach proof of intent to actively practice or teach in Tennessee by submitting proof of employment as a dentist, or by submitting proof of starting a private dental practice in Tennessee.

Any accepted regional examination must never have been failed without subsequently retaking and passing to qualify by criteria approval. You must report all regional examinations that you attempted.

Proof of practice in private dental practice or teaching in an ADA accredited institution in another state or states for at least five (5) years **or** proof of successful completion of an examination administered by another state which is substantially equivalent to the examination required for initial licensure in Tennessee (as determined by the Board) and proof of practice in a private dental practice or teaching in an ADA accredited institution for at least two (2) years

Applicants who have practiced or taught for at least two (2) years BUT less than five (5) years must request the examination scores and any additional information requested by the Board be submitted directly from the examination agency.

NOTE: If you took an accepted examination, you can apply by examination. If you took an exam that is not accepted and have practiced for less than 5 years, then this applies.

APPLICANTS APPLYING FOR A LIMITED OR LIMITED EDUCATIONAL LICENSE MUST ALSO ATTACH OR SUBMIT THE FOLLOWING:

If the educational institution you attended is not ADA accredited, a "Course-By-Course Evaluation Report" must be submitted directly from Educational Credential Evaluators, Inc. (www.ece.org) indicating that you have successfully completed the equivalent of four (4) years of study in a dentistry program in the United States.

If applying for a **Limited License**, request from the educational institution from which you completed your ADA (CODA) accredited specialty program that certification of successful completion be mailed directly to the Board of Dentistry.

Dentists applying for a **Limited Educational License** are required to have held an active license in another state for at least one year prior to submitting an application.

If applying for a **Limited Educational License**, you must submit a letter of recommendation from the Dean or Director of the dental educational institution and a copy of the contract employing you as a faculty member at the institution.

If applying for a **Limited License**, you must submit either a letter of recommendation from the Dean or Director of the dental educational institution and a copy of the contract employing you as a faculty member at the institution or proof of employment as a dentist or proof of starting/maintaining a private dental practice in a federally-designated health professional shortage area.

If you have ever taken the Southern Regional Testing Agency (SRTA), Commission on Dental Competency Assessments (CDCA) [formally Northeast Regional Board (NERB)], Central Regional Dental Testing Service (CRDTS), Western Regional Examining Board (WREB) or Council of Interstate Testing Agencies (CITA), Central Regional Dental Testing Service (CRDTS) examination or any other Board-approved examination, proof of passage of any of these examinations must be received directly from the testing agency. Any accepted regional examination must never have been failed without subsequently retaking and passing to qualify for a **limited or limited educational license**.