

**2023 Dentists and Dental Hygienists**  
**Online Renewal Instructions**  
**May 1, 2023 – June 30, 2023**

Authority: Md. Code Ann., Health Occ. Article, § 4-505 and Code of Maryland Regulations (COMAR) 10.44.19.

**Odd-Numbered License Holders:** You may only renew online between **May 1<sup>st</sup>** and **June 30<sup>th</sup>**. Your license number is located in the lower left corner of the license, inside the box titled, “**Lic. Reg. Cert. No.**” **It is NOT the red control number in the upper right portion of the license.** Please note, if the Board receives a renewal application between **July 1<sup>st</sup>** and **July 31<sup>st</sup>**, a late fee of **\$300.00 for Dentists and \$150.00 for Hygienists is applied.**

To avoid delays, you are urged to renew your license during the **May 1<sup>st</sup>** through **June 30<sup>th</sup>** renewal period. To expedite processing your Maryland Dentist or Dental Hygienist license renewal, please use the Board’s online renewal system by going to the Board’s website, [www.health.maryland.gov/dental](http://www.health.maryland.gov/dental) and select the **ONLINE RENEWAL** tab and follow the instructions below:

**BEFORE YOU RENEW ONLINE, YOU WILL NEED THE FOLLOWING:**

1. Your Social Security Number and Maryland Dentist or Dental Hygienist license number. If you do not remember your license number, it is located on the lower left-hand corner of your license, inside the box titled, “**Lic. Reg. Cert. No.**” or you may return to the home page of our website and click the **License Verification** tab on the left, then enter your first and last name, and the next screen will provide your license number.
2. Workers’ compensation insurance information (applies only to dentists with employee(s)).
3. 30 continuing education hours, including **ALL** state mandatory courses including but not limited to Implicit Bias training.
4. A Windows based computer with Internet access. **Tablets and smartphones are NOT compatible with the renewal system.** You **MUST** use Internet Explorer or Google Chrome web browser. **Safari and Edge will not work.**
5. Your VISA, MasterCard or Discover credit/debit card (cash, checks, or money orders are unacceptable for online payments.) We do not honor American Express, or Visa gift cards.
6. A printer, to print a copy of your completed application and/or receipt.

**TO RENEW ON-LINE:**

1. Go to the Board’s website at [www.health.maryland.gov/dental](http://www.health.maryland.gov/dental) and select the **ONLINE RENEWAL** tab.
  - a. In order to begin the renewal process, you **MUST** click the “**Register**” button. The next screen will then prompt you to the **Registration Page**.
2. Once on the **Registration Page**, enter your license number and your full Social Security Number without any dashes, then click **Search**. **Please DO NOT use an old username and password from a previous renewal period.**
3. The **Registration Page** will display your record information. (You can update your record information later in the **Demographics** section of the online renewal application.)
4. Lastly, scroll down to the **User ID** section and create a **NEW User ID** and **Password**. (Passwords must have six or more characters.) Confirm your password, then click the “**Register**” button.
5. On the left side under **Menu**, click “**Login Page**”
6. **Login Page:**
  - a. Enter the **User ID** you created in the username field.
  - b. Enter the **Password** you created in the password field. Click “**Login**.”
7. Next, the **License Renewal Home Page**, will appear. To renew a license, click on “**Renew License**” on the top left-hand side of this page. Then, under “**Renewable License**,” click on the word “**CONTINUE**” and complete the renewal application.
8. Remember to click the **Submit, Complete, and Save/Complete** buttons at the end of each section. Please make sure that the **Demographics, Questions, CE Credits and Remarks** tabs on the left side are checked, otherwise you will not be able to enter your payment information on the **Pay Fees** page.
9. On the **Pay Fees** page, be sure to select **VISA** or **MasterCard** for your credit/debit card payment and click “**Submit**,” **ONLY** once. **(The system will NOT accept American Express or Discover credit card or Visa gift cards.)**
10. Upon completion of your online renewal application, please remember to print your receipt for your records. Applications will be processed within **1-2 business days**.

**IF YOU WISH TO RENEW BY MAIL, YOU MUST:**

1. Complete a hard copy of the Dentist or Dental Hygienist license renewal application form. You may download the license renewal application form from the Board’s website at [www.health.maryland.gov/dental](http://www.health.maryland.gov/dental), followed by clicking on the “**Forms & Applications**” tab.
2. Include a **CHECK or MONEY ORDER** payable to the **Maryland State Board of Dental Examiners**.
3. Submit all required documentation to the Board; All documentation must be postmarked by June 30, 2023.

**IMPORTANT NOTICE:**

1. You may only renew online between **May 1<sup>st</sup>** and **June 30<sup>th</sup>**. Your license number is the number in the lower left of the license inside the box titled “**Lic. Reg. Cert. No.**” **It is NOT the red control number in the upper right portion of the license.**
2. If the Board receives a renewal application between **July 1<sup>st</sup>** and **July 31<sup>st</sup>** a late fee in addition to the renewal fee will be applied. The renewal fee for Dentists is **\$586.00** and the Dental Hygienist’s is **\$182.00**. Therefore, Dentists and Dental Hygienists who renew their licenses between **July 1, 2023** and **July 31, 2023** will be required to pay an additional **\$300.00 for Dentists and \$150.00 for Hygienists late fee. (Dentists - \$586.00 + \$300.00 = \$886.00) (Dental Hygienists - 182.00 + \$150.00=\$332.00).** Dentists and Dental Hygienists who do not renew by **July 31<sup>st</sup>** are considered to be practicing without a license and may be subject to Board disciplinary action.
3. If you are unable to complete your application online for any reason, please visit our website at [www.health.maryland.gov/dental](http://www.health.maryland.gov/dental) to download a hard copy of the 2023 Dentist or Dental Hygienist license renewal application form. **Licensees will NOT be able to renew online after July 31, 2023.**