

**Maryland State Board of Dental Examiners
Spring Grove Hospital Center • Benjamin Rush Building
55 Wade Avenue / Tulip Drive
Catonsville, Maryland 21228
(410) 402-8510**

**APPLICATION FOR
DENTAL HYGIENE LICENSURE BY EXAMINATION**

Notice For Mailing List:

The information collected on this application form is collected for the purposes of the Board's functions under the Annotated Code of MD, Health Occupations Article, Title 4. Failure to provide the information may result in denial of your application. You have a right to inspect, amend, and request correction of this information. The Board may permit inspection of this information or make it available to others only as permitted by federal and State law. Under the Maryland Public Information Act, Annotated Code of Maryland, General Provisions Article, §4-333, the Board may provide, for a fee, a list of licensees' names and addresses to professional associations and other entities. You may request in writing that your name be omitted from such lists.

Information for Veterans, Service Members, and Military Spouses

Please note the following:

"Veteran" is a former service member who was discharged from active duty under circumstances other than dishonorable within 1 (one) year before the date on which this application has been submitted. "Veteran" does not include an individual who has completed active duty and has been discharged for more than 1 year before the application for a license, certificate, or permit is submitted.

"Service member" is an individual who is an active duty member of the armed forces of the United States, a reserve component of the armed forces of the United States, or the National Guard of any state.

"Military Spouse" is the spouse of a service member or veteran and includes the surviving spouse of a veteran, or a service member who died within 1 (one) year before the date on which the application for licensure is submitted to the Board.

Veterans, service members and military spouses are assigned an advisor to assist in the application process. In addition, the Board will expedite the processing of completed applications for veterans, service members, and military spouses. If you do not meet the education or training or experience requirements for licensure, your advisor will assist you in identifying programs that offer relevant education or training, or ways to obtain the necessary experience.

Your advisor is Sandra Sage. Ms. Sage may be reached at 410-402-8510. In Ms. Sage's absence you may contact Ms. Debbie Welch at 410-402-8511.

Are you a:

Veteran Yes No **Service Member** Yes No **Military Spouse** Yes No

SECTION I – GENERAL INFORMATION

Name (Last, First, Middle Initial):	
Address of Record: (Street Address)	
City, State, Zip:	

A. Social Security Number: - -

(There is a statutory requirement that you disclose your social security number. It will be used for identification purposes only.)

B. Date of Birth: - -

C. Home Phone Number: - -

D. Work Phone Number: - -

E. E-Mail Address:

F. Gender: Female Male

G. Race/Ethnic Identification – Please check all that apply

Are you of Hispanic or Latino origin? Yes No
(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Select one or more of the following racial categories:

- 1. American Indian or Alaska Native (A person having origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment.)
- 2. Asian (A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
- 3. Black or African American (A person having origins in any of the black racial groups of Africa.)
- 4. Native Hawaiian or other Pacific Islander (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- 5. White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

H. Licensure in other states:

List other states or jurisdiction in which you hold or have held a dental hygiene license. Include license number(s).

State	License Number

SECTION II - EDUCATION

A. School of Graduation (Name, City, State, Country): _____

B. Date of Graduation: _____ Degree Earned: _____

SECTION III – EXAMINATIONS

A. Have you passed Part I of the National Board Examinations? Yes No

B. Date of examination: _____ Location of examination: _____

C. Have you passed all sections of the American Board of Dental Examiners (ADEX) examination? Yes No

D. Date of examination: _____ Location of examination: _____

If you have passed either the North East Regional Board (NERB) or the American Dental Licensing Examination (ADLEX) more than 3 years prior to the date of this application, please attach a detailed work history with the application, including the full name, address, telephone number and dates of employment for each place employed.

SECTION IV - CHARACTER AND FITNESS

If you answer "YES" to any question(s) in Section IV – Character and Fitness, attach a separate page with a complete explanation of each occasion. Each attachment must have your name in print, signature, and date.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Has any licensing or disciplinary board of any jurisdiction, including Maryland, or any federal entity denied your application for licensure, reinstatement, or renewal, or taken any action against your license, including but not limited to reprimand, suspension, revocation, a fine, or non-judicial punishment? If you are under a Board Order or were ever under a Board Order in a state other than Maryland you must enclose a certified legible copy of the entire Order with this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Have any investigations or charges been brought against you or are any currently pending in any jurisdiction, including Maryland, by any licensing or disciplinary board or any federal or state entity? |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Has your application for a dental hygiene license in any jurisdiction been withdrawn for any reason? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Has an investigation or charge been brought against you by a hospital, related institution, or alternative health care system? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Have you had any denial of application for privileges, failure to renew your privileges, or limitation, restriction, suspension, revocation or loss in privileges in a hospital, related health care facility, or alternative health care system? |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Have you pled guilty, nolo contendere, had a conviction or receipt of probation before judgment or other diversionary disposition of any criminal act, excluding minor traffic violations? |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Have you pled guilty, nolo contendere, had a conviction, or receipt of probation before judgment or other diversionary disposition for an alcohol or controlled dangerous substance offense, including but not limited to driving while under the influence of alcohol or controlled dangerous substances? |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Do you have criminal charges pending against you in any court of law, excluding minor traffic violations? |
| <input type="checkbox"/> | <input type="checkbox"/> | i. Do you have a physical condition that impairs your ability to practice dental hygiene? |
| <input type="checkbox"/> | <input type="checkbox"/> | j. Do you have a mental health condition that impairs your ability to practice dental hygiene? |
| <input type="checkbox"/> | <input type="checkbox"/> | k. Have the use of drugs and/or alcohol resulted in an impairment of your ability to practice dental hygiene? |
| <input type="checkbox"/> | <input type="checkbox"/> | l. Have you illegally used drugs? |
| <input type="checkbox"/> | <input type="checkbox"/> | m. Have you surrendered or allowed your license to lapse while under investigation by any licensing or disciplinary board of any jurisdiction, including Maryland, or any federal or state entity? |
| <input type="checkbox"/> | <input type="checkbox"/> | n. Have you been named as a defendant in a filing or settlement of a malpractice action? |
| <input type="checkbox"/> | <input type="checkbox"/> | o. Has your employment been affected or have you voluntarily resigned from any employment, in any setting, or have you been terminated or suspended, from any hospital, related health care or other institution, or any federal entity for any disciplinary reasons or while under investigation for disciplinary reasons? |

The Well Being Committee assists dental hygienists and their families who are experiencing personal problems. The Committee has helped a number of dental hygienists over the years with problems such as stress, drug dependence, alcoholism, depression, medical problems, infectious diseases, neurological disorders and other illnesses that cause impairment. For more information please call 800-974-0068 or visit the website at www.mdhaweell-being.org.

Incomplete applications will be returned and will be subject to a \$50.00 application reprocessing fee.

Release and Certification:

I hereby affirm that I have read and followed the above instructions. I hereby certify that all information in this application is accurate and correct.

I agree that the Maryland State Board of Dental Examiners (the Board) may request any information necessary to process my application for dental hygiene licensure in Maryland from any person or agency, including but not limited to postgraduate program directors, individual dentists, government agencies, the National Practitioner Data Bank, the Healthcare Integrity and Protection Data Bank, hospitals and other licensing bodies, and I agree that any person or agency may release to the Board the information requested. I also agree to sign any subsequent release for information that may be requested by the Board.

I agree that I will fully cooperate with any request for information or with any investigation related to my dental hygiene practice as a licensed dental hygienist in the State of Maryland, including the subpoena of documents or records or the inspection of my dental practice.

During the period in which my application is being processed, I shall inform the Board within 30 days of any change to any answer I originally gave in this application, any arrest or conviction, any change of address or any action that occurs based on accusations that would be grounds for disciplinary action under the Annotated Code of Maryland, Health Occupations Article, §4-315.

Applicant Signature

Date

NOTARY SECTION

State of _____, County of _____, Then personally appeared the above named _____, and signed and sworn to the truth of the foregoing statements in my presence.

Notary Public: _____ My Commission Expires: _____

SEAL

MARYLAND STATE BOARD OF DENTAL EXAMINERS

Application for Dental Hygiene Licensure by Examination

Checklist

Please review prior to sending your application package to the Board.

Incomplete applications will be returned and will be subject to a \$50.00 application reprocessing fee.

- 1. Is your application completed front and back?
 - Did you sign and have the application notarized?
- 2. Did you enclose the \$275 non-refundable fee in a check or money order made payable to the Maryland State Board of Dental Examiners?
- 3. Did you enclose one photo that is between 2x2-inches and 3x3-inches with the required notarized affidavit? The photo must meet the following guidelines: taken within the last 2 years to reflect your current appearance; front view of full face from top of hair to shoulders; a natural expression; no hat or head covering that obscures the hair or hairline, unless worn daily for religious purposes; no sunglasses, headphones, wireless hands-free devices or similar items; no other individuals or distractions in the photo. Photos copied or digitally scanned from driver's licenses or other official documents are not acceptable. In addition, low quality vending machine or mobile phone photos are not acceptable. "Passport" photos are acceptable. Unacceptable photos will be returned and may delay the issuance of your license.
- 4. Did you request that an original National Board score card be forwarded to the Maryland State Board of Dental Examiners?
- 5. Did you enclose a certified ADEX examination report from the North East Regional Board of Dental Examiners, Inc.?
- 6. Did you enclosed certified proof of your dental hygiene education, such as a copy of a diploma or a letter from the school? *Please note that the original embossed school seal must be affixed to copies of transcripts and diplomas submitted to the Board.*
- 7. Did you enclose certified letters with the state seal affixed from each state in which you hold or have ever held a license, verifying that the license is or was in good standing and that no disciplinary action has ever been taken against the license?
- 8. Did you attach a separate page identifying your employers for the 3 year period immediately preceding the date of your application beginning with your most recent employer. The document should include the following: (Please print or type) name of your employer, name of your supervising dentist, street address, dates of employment, and the number of hours worked for each employer.
- 9. Did you enclose documentation of legal name change (i.e. marriage certificate) if the documents sent with the application are in another name?
- 10. Did you enclose the Maryland State Jurisprudence Examination and the notarized affidavit along with the \$50.00 non-refundable fee in a check or money order made payable to the Maryland State Board of Dental Examiners?

MARYLAND STATE BOARD OF DENTAL EXAMINERS GUIDELINES FOR DENTAL Hygiene LICENSURE BY EXAMINATION

The Board may not process a licensure application until each provision or requirement is met and each document is received. Please ensure that your application is complete before it is submitted.

The applicant shall:

- a. Be of good moral character; and
- b. Be at least 18 years old; and
- c. Be a graduate of a school of dental hygiene that requires at least 2 years of education in an institution of higher education, is accredited by the American Dental Association Commission on Dental Accreditation, and is approved by the Board; and
- d. Have passed the American Board of Dental Examiners (ADEX) examination. In accordance with COMAR 10.44.15 the Board may require that an applicant for licensure successfully pass each required section of the ADEX clinical examination if the Board determines that the applicant may have lost clinical skills because of an extended absence from clinical practice.

To apply for licensure, submit the Application for Dental Hygiene Licensure by Examination and enclose the following with your application:

- A \$275 non-refundable fee. Additional fees may be levied by the Board for investigatory purposes.
- A photograph that meets the requirements contained in the Checklist with the following notarized statement: "The picture is a true photograph of me."
- Original National Board score card. You must contact the **National Board of Dental Examiners** at 211 E. Chicago Avenue, Suite 1846, Chicago, IL 60611 or **(312) 440-2678** or **(800) 621-8099** and request that an **Original Score Card** be forwarded to the Maryland State Board of Dental Examiners at the address below.
- Certified ADEX examination scores from the North East Regional Board of Dental Examiners, Inc. Applicants may make application for this examination by contacting **NERB at 301-563-3300**.
- Certified proof of your dental hygiene education. Acceptable proof includes a certified **copy** of a diploma, a letter from the school, or official transcripts. Please do not submit your original copy. **The document must contain the raised, embossed school seal certifying its authenticity. However, letters from educational institutions on original letterhead, bearing an original signature do not require a raised, embossed school seal.**
- A certified letter with the state seal affixed from each state in which you hold or have ever held a license, verifying that the license is or was in good standing and indicating whether any disciplinary action has ever been taken against the license.
- Attach a separate page identifying your employers for the 3 year period immediately preceding the date of your application beginning with your most recent employer. The document should include the following: (Please print or type) name of your employer, name of your supervising dentist, street address, dates of employment, and the number of hours worked for each employer.
- If applicable, evidence of legal name change, such as a marriage certificate or court documents.

Additional Requirements:

- **Maryland Jurisprudence Examination.** All applicants for licensure in Maryland must pass the Jurisprudence Examination on the Dental Laws and Regulations of this State with a score of at least 75%. It is an open book examination and may be found on the Board's website at www.dhmf.md.gov/dental. The examination cannot be taken on-line. You must download the examination, print a hard copy, and complete the examination. Send the completed examination, Affidavit, and \$50.00 examination fee to the Board's offices.

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MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:

Maryland State Board of Dental Examiners
The Benjamin Rush Building
Spring Grove Hospital Center
55 Wade Avenue/Tulip Drive
Catonsville, MD 21228
ATTN: Licensing Unit