



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
DIVISION OF HEALTH LICENSURE AND REGULATION
OFFICE OF HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TENNESSEE 37243

TENNESSEE BOARD OF DENTISTRY
(615) 532-5073 or 1-800-778-4123
<http://tn.gov/health/topic/Dentistry-board>

APPLICATION INSTRUCTIONS FOR LICENSURE AS A DENTIST BY CRITERIA (RECIPROCITY)

Application, practice, and renewal as a dentist are governed by T.C.A. § 63-5-101, et seq. and Rules 0460-1-.01, et seq.

1. All **application fees are non-refundable.**
2. All documents and fees required to be submitted by you, or 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**

3. Allow fourteen (14) working days for information mailed to our Office to be received and placed in your file. Federal Express or special courier services will not reduce the processing time. Additionally, if Federal Express or special courier services are used, you will be responsible for charges incurred.
4. If the application is not complete upon receipt by the Board's Administrative Office, a deficiency letter will be sent to you by certified mail or by email. The supporting documentation requested in the letter must be received in the Board's Administrative Office within sixty (60) days from the date of the initial deficiency letter. **Files not completed within sixty 60) days will be closed.**
5. It is recommended that you do **NOT** set a specific date to begin practice as a dentist in Tennessee until you are granted a license by the Tennessee Board of Dentistry. Please allow a minimum of 4 to 6 weeks for processing
6. **IT'S THE LAW!** If you change your mailing address, you must notify the Board's Administrative Office, in **writing**, within thirty (30) days. Failure to abide by this law could affect your license, since failure to receive the renewal application does not relieve you of the responsibility for timely renewal.
7. ANSWER ALL QUESTIONS ON THE APPLICATION. DO NOT LEAVE ANY AREA BLANK. RESPOND "NOT APPLICABLE" or (N/A) TO ALL QUESTIONS THAT DO NOT APPLY!

IMPORTANT: You must have a license issued by the Tennessee Board of Dentistry before you may lawfully practice as a Dentist in Tennessee.

You must write 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.

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.

Criteria (Reciprocity) - This method 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 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.

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 download the application at <http://tn.gov/health/topic/Dentistry-board>. Please refer to Rule 0460-02-.03(1) & (2) for more information.

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 download the application at <http://tn.gov/health/topic/Dentistry-board>. Please refer to Rule 0460-02-.03 (1) & (3) for more information.

Dual Degree Licensure - 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.

CHECKLIST – USE TO COMPLETE YOUR APPLICATION

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

- | | <u>Done</u> |
|---|-------------|
| 1. Tape to the <u>first</u> page of the application a passport-size photograph of yourself (taken within the last twelve (12) months); <u>then sign the front of the photograph.</u> | ___ |
| 2. Complete pages 1 through 6 of the application. Sign page 6 of the application and mail all six (6) pages to the Board's Office. | ___ |
| 3. Paperclip a check or money order in the amount of Four Hundred and Twenty-Two Dollars and Fifty Cents (\$422.50) made payable to the "Board of Dentistry" to the front of the Application. | ___ |
| 4. Request an official transcript from the institution from which you completed your ADA accredited dental school. The transcript must be mailed <u>directly</u> to the Board of Dentistry. | ___ |
| 5. Submit two (2) Original letters of recommendation from licensed dental professionals who can attest to your good moral character. These letters <u>must</u> identify the individual(s) as licensed dental professionals, be submitted on letterhead, and bear the original signature of the author. | ___ |
| 6. If you are or have ever been licensed, certified, registered, or permitted by any state to practice as a dentist (or any other health care professional), 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). | ___ |
| 7. Submit 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. | ___ |

8. Request to have your National Board scores forwarded directly to the Board of Dentistry if you did not request Tennessee receive the scores within the last year. 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. _____
9. Copy the front and back of your current CPR card on a full-sized sheet of paper. 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. _____
10. 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, voter's registration card, U.S. passport, naturalization papers, or current visa status.) _____
11. Please read the instructions on page 4 of the application carefully. You must answer "Yes", "No", or "N/A" to **every** question. **If any of your answers to the "competency questions" on pages 4 and 5 of the application 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 submitted. _____
12. 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. _____
13. If you have ever taken any accepted regional examination (see Examination under the avenues for licensure on page 2 for the accepted examinations), 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 by criteria approval. _____
14. 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 _____
15. 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. _____
16. 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. _____
17. **A criminal background check is required.** For instructions to obtain a criminal background check, go to <http://tn.gov/health/article/CBC-instructions>. _____
18. Complete and submit along with your application the *Practitioner Profile Questionnaire* which is online at <http://tn.gov/assets/entities/health/attachments/PH-3585.pdf>. 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. _____
19. 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 <http://tn.gov/assets/entities/health/attachments/PH-4183.pdf>. _____

Additional certifications or permits that you can submit an application to add to your license (see Rules 0460-02-.06 and/or 0460-02-.07):

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

**TAPE A
CURRENT, FULL-
FACE
PHOTOGRAPH
(SIGNED BY APPLICANT
ON THE FRONT
OF THE PHOTO)
HERE**



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH
DIVISION OF HEALTH LICENSURE AND REGULATION
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665 MAINSTREAM DRIVE
NASHVILLE, TENNESSEE 37243**

FOR OFFICIAL USE ONLY

**FEES IF APPLYING
BY CRITERIA
(RECIPROCITY)**

1201-001	\$ 412.50
1201-006	\$ 10
	\$ 422.50

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APPLICATION FOR LICENSURE AS A DENTIST BY CRITERIA (RECIPROCITY)

Please complete each question and return the form, supporting documents, and the Four Hundred and Twenty-Two Dollars and Fifty Cents (\$422.50) application fee to the above address.

PERSONAL INFORMATION

Name: _____
Last
First
Middle
Maiden (if not used as your middle name)

Social Security Number: _____ U.S. Citizen: Yes ___ No ___
All applicants must complete the Declaration of Citizenship form

Date of Birth: _____ Entitled to Live and Work in the U.S. Yes ___ No ___

Mailing Address: _____
 _____ Zip _____

Practice Address*: _____

 _____ Zip _____

E-mail address: _____

Do you wish to receive notifications, including renewal notification, from Department of Health via email? Please note, by opting in, all correspondence from the Department of Health will be delivered to the email address on file for you. You will no longer receive physical mail from our office. ___Yes ___ No

Race: _____ Phone: Home: _____

Gender: Female ___ Male ___ Office: _____

Are you a member of the U.S. armed forces who has, within the preceding 180 days, retired from the armed forces, received any discharge other than a dishonorable discharge from the armed forces, or been released from active duty to a reserve component of the armed forces? (If yes, please provide proof of status.) Yes ___ No ___

Are you the spouse of a member of the armed forces who has been transferred by the military to Tennessee or who has, within the preceding 180 days, retired from the armed forces, received a discharge other than a dishonorable discharge from the armed forces or been released from active duty to a reserve component? (If yes, please provide proof of same.)
 Yes ___ No ___

Have you ever been known by any other names besides what is listed above? Yes ___ No ___

If yes, please state in full every other name by which you have been known, the reason therefore, and inclusive dates so known: _____

*If you have no practice address, notify the Board of your practice address within 30 days of obtaining a practice address. If you have multiple practice address, please attach an additional page listing all practice addresses.

EDUCATIONAL AND EMPLOYMENT INFORMATION

Please provide the following information for all educational institutions you have attended beyond high school. Use the back of this page if you need additional space. Request an official transcript be submitted directly from the ADA accredited educational institution where you completed your dental program.

From:	To:	Educational Institution	City, State	Degree Earned	Year Graduated
<u>Mo./Yr.</u>	<u>Mo./Yr.</u>	_____	_____	_____	_____
<u>Mo./Yr.</u>	<u>Mo./Yr.</u>	_____	_____	_____	_____
<u>Mo./Yr.</u>	<u>Mo./Yr.</u>	_____	_____	_____	_____
<u>Mo./Yr.</u>	<u>Mo./Yr.</u>	_____	_____	_____	_____

Please complete your entire healthcare employment history starting with the most current position first. Use the back of this page, if you need additional space. Dates of employment must be included.

<u>Company/ Employer:</u>	<u>Address:</u> (City, and State)	<u>Position:</u>	<u>Duties:</u>	<u>Dates</u>	
				<u>From:</u> Mo./Yr.	<u>To:</u> Mo./Yr.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CERTIFICATION INFORMATION

	YES	NO
Are you or have you ever been licensed in this profession in another state?	_____	_____
Are you or have you ever been licensed in any other profession in Tennessee or another state?	_____	_____

List below **ALL STATES, COUNTRIES, OR PROVINCES IN WHICH YOU HAVE EVER BEEN OR ARE CURRENTLY LICENSED, PERMITTED, OR CERTIFIED.** Additional pages may be added if necessary. Request that verification of licensure be submitted directly to the Board's Office from each state.

STATE	PROFESSION	LICENSE NUMBER	CURRENT STATUS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	YES	NO
Is the owner(s) of the dental practice where you will be practicing in Tennessee a dentist licensed in the state of Tennessee?	_____	_____

Will you be practicing for a government agency, a nonprofit organization or hospital?	_____	_____
---	-------	-------

Do you have a DEA number?	_____	_____
---------------------------	-------	-------

DEA number: _____

- | | | |
|--|------------|-----------|
| | YES | NO |
| 1. Have you taken the National Boards exam? | _____ | _____ |
| 2. Have you ever previously applied for a dentist, dental hygiene, or dental assisting license in Tennessee? | _____ | _____ |
| 3. Have you ever taken the Southern Regional Testing Agency (S.R.T.A.) exam? | _____ | _____ |
| 4. Have you ever taken the North East Regional Board (NERB) exam? | _____ | _____ |
| 5. Have you ever taken the Western Regional Examining Board (WREB) exam? | _____ | _____ |
| 6. Have you ever taken the Central Regional Dental Testing Service (CRDTS) exam? | _____ | _____ |
| 7. Have you ever taken the Council of Interstate Testing Agency (CITA) exam? | _____ | _____ |
| 8. Have you ever taken a state licensure examination? | _____ | _____ |

Regional or State Exam(s) Taken: _____

Exam Site(s): _____

Date Exam(s) Taken: _____

COMPETENCY INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTIONS. If you answer "yes" to any of the questions in this part, you must supplement your affirmative response with a thorough explanation on a separate page. IN SUPPORT OF YOUR EXPLANATION, THE FINAL DOCUMENTS OR ORDERS FROM THE ISSUING STATES, COURTS, AND/OR AGENCIES MUST BE SUBMITTED ALONG WITH THIS APPLICATION. Additional information may be requested and/or required before a licensure decision may be made. For the purposes of these questions, the following phrases or words have the following meanings:

1. **"Ability to practice your profession"** is to be construed to include all of the following:
 - a. The cognitive capacity to make appropriate clinical diagnoses, exercise reasoned medical judgments, to learn, and keep abreast of medical developments;
 - b. The ability to communicate those judgments and medical information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and
 - c. The physical capability to perform professional tasks and procedures required of your profession, with or without the use of aids or devices, such as corrective lenses or hearing aids.
2. **"Medical Condition"** includes physiological, mental or psychological conditions including, but not limited to: orthopedic, visual, speech and/or hearing impairments, emotional or mental illness, specific learning disabilities, drug addiction, and alcoholism.
3. **"Minor Traffic Offense"** generally means moving and non-moving violations punishable by fines only and does not include offenses such as driving under the influence or while intoxicated or reckless driving.
4. **"Chemical substances"** is to be construed to include alcohol, drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.
5. **"Currently"** does not mean on the day of or even in the weeks or months preceding the completion of this application. Rather it means recently enough so that the use of drugs or alcohol may have an ongoing impact on one's functioning as a licensee or within the past two (2) years.
6. **"Illegal use of illicit or controlled substances"** means the use of substances obtained illegally (e.g., heroin or cocaine) as well as the use of controlled substances that are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

QUESTIONS: Please respond to ALL questions. If you answer "YES" to any question, please attach a written explanation.

YES NO

1. Do you currently have any physical or psychological limitations or impairments caused by an existing medical condition which are reduced or ameliorated by ongoing treatment or monitoring, or the field of practice, the setting or the manner in which you have chosen to practice? _____
2. Do you currently use any chemical substances which in any way impair or limit your ability to practice your profession with reasonable skill and safety? _____

If so, please list: _____

[If you receive such ongoing treatment or participate in such a monitoring program, the Board will make an individual assessment of the nature, the severity, and the duration of the risks associated with an ongoing medical condition to determine whether an unrestricted license should be issued, conditions should be imposed, or you are not eligible for licensure.]

COMPETENCY INFORMATION
(continued)

QUESTIONS: Please respond to ALL questions. If you answer "YES" to any question, please attach a written explanation.

	YES	NO
3. At any time within the past two years, have you engaged in the illegal use of illicit or controlled substances?	_____	_____
4. Are you currently participating in a supervised rehabilitation program or professional assistance program that monitors you to assure that you do not consume alcohol and/or do not engage in the illegal use of illicit or controlled substances?	_____	_____
5. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, voyeurism or other diagnosis of a predatory nature?	_____	_____
6. Have you ever held or applied for a license, privilege, registration or certificate to practice dentistry in any state, country, or province, that has been or was ever denied, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action?	_____	_____
7. Have you ever had staff privileges at any hospital or health care facility that were ever revoked, suspended, curtailed, restricted, limited, otherwise disciplined, or voluntarily surrendered under threat of restriction or disciplinary action?	_____	_____
8. Have you ever applied for or held a state or federal controlled substance certificate that was ever denied, revoked, suspended, restricted, voluntarily surrendered or otherwise disciplined or surrendered under threat of restriction or disciplinary action?	_____	_____
9. Have you ever been convicted (including a nolo contendere plea or guilty plea) of a felony or misdemeanor (other than a minor traffic offense) whether or not sentence was imposed or suspended?	_____	_____
10. Have you ever been rejected or censured by a professional association or society?	_____	_____
11. In relation to the performance of your professional services in any profession:	_____	_____
a. Have you ever had a final judgment rendered against you;	_____	_____
b. Have you ever entered into any settlement of any legal action; or	_____	_____
c. Are there any legal actions pending against you or to which you are a party?	_____	_____
12. Have you ever held a license, registration, privilege or certificate in any profession that has ever been reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action in any jurisdiction?	_____	_____
13. My name has been placed on the registry of persons who have abused, neglected or misappropriated the property of vulnerable individuals (Tennessee abuse registry or an abuse registry in another state)	_____	_____
14. Have you ever been dropped, suspended, expelled, or disciplined by any school or college for any cause?	_____	_____
15. Have you ever failed a dental examination? (National Boards, regional or state)	_____	_____
If yes, which exam and how many times have you failed? _____	_____	_____
16. Do you have any pending disciplinary charges or action or any current investigation by any disciplinary authority?	_____	_____

APPLICANT: FILL OUT THE FOLLOWING AFFIDAVIT

AFFIDAVIT AND RELEASE

I, _____, of _____,
(Applicant's Name) (City) (State)

being duly sworn and identified as the person referred to in this application attests to the truth of each statement made in said application. I further swear that I have read and understand the law and the Rules and Regulations regarding the practice of my profession, which are posted on the Board's Internet site and/or were provided to me by the Board office, and agree to abide by them in the practice as a dentist in the State of Tennessee.

I HEREBY:

SIGNIFY my willingness to appear to answer such questions as the Board may find necessary, which may include a full Board interview.

RELEASE to the Board, its staff, and their representatives, any and all documentation necessary now and in the future to establish my physical and mental capabilities to safely practice as a dentist.

AUTHORIZE the Board, its staff, and their representatives to consult with my prior and current associates and others who may have information bearing on my professional competence, character, health status, ethical qualifications, ability to work cooperatively with others, and other qualifications.

RELEASE from liability the Board, its staff, and all their representatives and any and all organizations which provide information for their acts performed and statements made in good faith and without malice concerning my competence, ethics, character, and/or other qualifications, for certification.

ACKNOWLEDGE that I, as an applicant for licensure, have the burden of producing adequate information for a proper evaluation of my professional, ethical, and other qualifications, and for resolving any doubts about such qualifications.

AUTHORIZE release, use and disclosure of otherwise HIPAA protected health information to the limited extent necessary for my application to receive full consideration up to and including discussion in a public forum should that become necessary.

THIS CERTIFIES THAT THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE

DATE