

**SOUTH CAROLINA BOARD OF DENTISTRY  
POLICY / PROCEDURE**

**APPLICATION REVIEW PROCESS**

**Applications for Licensure / Registration / Reinstatement**

Pursuant to S.C. Code Ann. Sections 40-15-140 (Applicants for Dental/Dental Hygiene License; Registration as Dental Technician; 40-15-170 (Applicants for Reinstatement of License); 40-15-175 (Applicant for Instructor License); 40-15-177 (Applicant for Volunteer License); 40-15-250 (Applicant for Specialty License), and Board Regulations 39-1, 39-2 and 39-3

**POLICY**

Applicants for a license to practice dentistry or dental hygiene; restricted instructor or volunteer dental or dental hygiene license; registration as a dental or orthodontic technician; or reinstatement of license/registration must complete an application, submit the appropriate fee, and successfully complete an examination (oral, written, practical, or by any combination of such methods as the Board may in its discretion require). All applicants for license/registration/reinstatement must successfully complete the Dental Practice Act (jurisprudence) Examination with a score of 70 or better.

**PROCEDURES:**

The following procedures are hereby established for the review and/or approval of applications for licensure/registration/reinstatement of license:

Upon receipt, applications are reviewed by staff. If an application is complete and everything is in order, including the appropriate fee and all required documentation, the name of the applicant will be faxed to the appropriate committee members (Board members appointed by the president) for approval. The names of applicants approved (for licensure/registration/reinstatement) by the committee will be presented to the Board for ratification at the next regularly-scheduled Board meeting.

If an application is incomplete (i.e., licensure verification from a state board wherein applicant holds a license is not included in the application packet), applicant is to be notified, in writing, of any deficiency noted and requested to submit the required documentation within a timely manner. Applications are valid for twelve (12) months.

If a routine requirement has not been satisfactorily demonstrated in the application (i.e., an applicant for a dental license by credentials has not actively practiced for five years immediately prior to application), the Board office will notify the applicant, in writing, that he/she does not meet the minimum requirements and, therefore, is not qualified for licensure/registration/reinstatement of license. An application cannot be submitted to the Board for consideration if any of the specific requirements have not been met. Should applicant wish to present the matter directly to the Board, however, he/she may request a personal appearance before the Board at its next regularly scheduled meeting. A request in writing must be received in the Board office at least three weeks prior to the meeting in order to be placed on the agenda.

If an application raises a "red flag" (i.e., applicant's response to a question on the application raises a question/concern) it is automatically sent to the appropriate committee for review. The committee will determine if a personal appearance before the Board is required. If the committee determines a personal appearance is required, applicant will be requested to appear before the Board at its next regularly-scheduled meeting in order to answer any questions the Board may have.

Policy Adopted: June 1, 2007  
Corrected: February 25, 2013  
South Carolina Board of Dentistry

By: \_\_\_\_\_  
Kate K. Cox, Administrator