



South Carolina Department of Labor, Licensing and Regulation

## South Carolina Board of Dentistry

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llr.sc.gov/bod

### Dental Licensure by Credentials Requirements and Application Process Overview

*Before calling in to the Board Office - You may check your application status online at:*

<https://www.llr.sc.gov/bod/>

#### **Licensure Requirements:**

A person is qualified to receive a certificate of licensure by credentials if the following requirements are met:

1. You must have graduated from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) approved dental program.
2. You must have successfully passed the National Board Examination.
3. You must have successfully passed a clinical examination acceptable to the Board for licensure. The Board accepts CRDTS, ADEX, and SRTA approved clinical examinations. The Board does not accept state clinical examinations nor the WREB clinical examination.
4. You must currently be licensed to practice dentistry in another state or US Territory. License status must not be revoked, suspended or restricted.
5. You must have actively practiced dentistry for a minimum of five (5) years immediately preceding the date of application. "Actively Practicing" means working a minimum of twelve hundred (1,200) hours a year on a private practice or public health or military clinical setting; or the combination of twelve hundred (1,200) hours a year of clinical instructing at an ADA CODA approved dental school and private practice.
6. You must have completed seventy (70) hours of Continuing Education over the past five (5) years.
7. You must be currently certified in CPR.
8. You must not have been the subject of any final or pending disciplinary action in the military or in any state or territory in which you have held any other professional license.

**To all applicants applying by credential:** Please note that under South Carolina law, in S.C. Code annotated 40-15-275(A)(5)(6), an applicant applying by credentials must not be the subject of ANY final or pending disciplinary action in the military or any state or territory in which the applicant has held any other professional license.

9. You must have a good moral character.
10. You must successfully pass the SC Jurisprudence Examination.
11. You must establish an active practice in South Carolina within two (2) years of receiving a license by credentials or the license is automatically revoked.

## **Application Process:**

*Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.*

1. **Application** – In addition to a completed application, the following must also be sent:
  - **Application Fee:** \$2,000 application fee must be submitted in order to transmit the application. If submitting a Waiver of Fees Form, a check or money order in the amount of \$500 made payable to SC Board of Dentistry. (Fees are non-refundable and non-transferable) *A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*
  - **Waiver of Fees Request Form:** If you are requesting a partial fee waiver (\$1,500) and agree to practice exclusively in a rural county\* in SC for not less than two (2) consecutive years, a completed Waiver of Fees Form must accompany the application.
    - \***Rural Counties in SC as designated by the Board are:** Abbeville, Allendale, Bamberg, Barnwell, Calhoun, Cherokee, Chester, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Edgefield, Fairfield, Georgetown, Greenwood, Hampton, Jasper, Kershaw, Lancaster, Laurens, Lee, Marion, Marlboro, McCormick, Newberry, Oconee, Orangeburg, Saluda, Union and Williamsburg
  - **Identification:**
    - Copy of your valid Driver's License, State Issued ID, Passport
    - Copy of Social Security Card
  - **CPR Certification:** certificate course has been taken within two years of application.
  - **Notarized Verification of Lawful Presence**
  - **Continuing Education:** Documentation of the seventy (70) hours over the past five (5) years must be submitted. Reports of completed courses with course title, date and # of hours is acceptable from AGD, CE Broker or other CE tracking systems.
  - **Three Letters of Reference:** (Regulation: 39-1 B. 1.) Three (3) original letters of recommendation completed by licensed dentists. Letters must be signed and dated within the last six (6) months preceding the application date.
    - Criteria of letters:**
      - Must be on dentist's letterhead
      - Must attest to your good moral character.
      - Indicate how long they have known you and in what capacity.
      - Outline characteristics they believe qualify your for licensure in SC.
  - **Affidavit of Practice History:** Affidavit must be complete and notarized, documenting for the five (5) years immediately preceding application:
    - The dates and locations where you have been actively practicing dentistry;
    - That you have practiced a minimum of twelve hundred (1,200) hours a year in private practice or public health or military clinical setting, or the combination of twelve hundred (1,200) hours a year of clinical instructing at an ADA CODA approved dental program;

- That you have completed a minimum of seventy (70) hours of continuing education over the past five (5) years.
  - **National Practitioner Data Bank Report:** You must request a report (self-query) from the National Practitioner Data Bank. Contact the NPDB at: [www.npdb-hipdb.com](http://www.npdb-hipdb.com) or 1-800-767-6732. You may submit this report with your application
  - **Legal documentation of name change** (marriage certificate, divorce decree, etc.)
  - **Personal History Questions:** You will need to attach a written explanation for any “Yes” answers in the Personal History Information section on a separate sheet of paper. Additional information may be requested by the Board Office or a Board appearance may be necessary.
2. **Documents to be sent directly to the Board from issuing agency/institution**
- **Education Verification:** Contact your Dental School Registrar’s Office and have an official transcript sent directly to the Board office. Transcripts may be email to [contact.dentistry@llr.sc.gov](mailto:contact.dentistry@llr.sc.gov) or mailed to the Board office.
  - **License Verifications:** Contact each state board you are currently or have previously been licensed with and have the license verification sent directly to the Board office via email or mail. We do accept State Issued License Verification forms.
  - **National Board Examination Scores:** You must request your National Board Scores from the ADA to be mailed directly to the Board office.  
[https://dts.ada.org/login/login\\_ADA.aspx](https://dts.ada.org/login/login_ADA.aspx)
  - **Clinical Examination Scores:** You must request verification that you have successfully completed a clinical licensing examination in general dentistry conducted by a Board approved testing agency. The Board accepts CRDTS, ADEX and SRTA approved clinical examinations. The Board does not accept state clinical examinations nor the WREB clinical examination.
3. **Jurisprudence Examination:** Once the completed application is approved, you will be e-mailed instructions with a UserId to take the exam online. A score of 70 or higher is considered a passing score. Do not send in your certificate of passing, the Board is automatically notified.

To prepare for the Jurisprudence exam, you should review the Dental Laws and Regulations located on the website at <https://www.llr.sc.gov/bod/laws.aspx>.