



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Dentistry

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llr.sc.gov/bod

Restricted Dental Instructor License 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/>

Practice Restrictions:

The Restricted Dental Instructor License and Restricted Dental Specialist Instructor License allows a license to practice dentistry:

- At or on behalf of the Medical University of South Carolina College of Dental Medicine (MUSC), or
- At a board-recognized, hospital-based residency program in SC

Practice is restricted to school affiliated clinics, offices or hospital based residency program. License automatically terminates if the holder ceases to be a full-time faculty member at MUSC or residency program.

The Restricted Dental Auxiliary Instructor License allows a license to practice dentistry:

- At or on behalf of a Commission on Dental Accreditation (CODA) accredited technical college.

Practice is restricted to school affiliated clinics and offices. License automatically terminates if the holder ceases to be a faculty member at a dental auxiliary program of a technical college.

Licensure Requirements:

A person is qualified to receive a certificate of restricted dental instructor, dental specialty instructor or dental auxiliary instructor licensure if the following requirements are met:

1. Holds a license in good standing in another state. For Dental Instructor or Dental Specialist Instructor holding of proof of valid license to practice include country or territory.
2. Has not been refused a license or had license revoked by any other dental licensing jurisdiction
3. Employed as a faculty member at MUSC, hospital based residency program or CODA accredited dental auxiliary program at a technical college in the state.
4. For Dental Instructor or Dental Specialist Instructor license, must have completed the following:
 - Final two (2) years of a program leading to a DDS or DMD degree at a CODA accredited school.
 - Minimum of two (2) years of a CODA approved advanced education program in an ADA recognized specialty or two (2) years of a CODA approved advanced education program in general dentistry.
5. For Dental Specialist Instructor, must be a diplomate of a national certifying Board recognized by the American Dental Association. Applicants who are not a board certified may not hold a Dental Specialist Instructor license.
6. Currently certified in CPR.
7. Successfully pass the SC Jurisprudence Examination.

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; you must begin the application process from the beginning. This includes, but is not limited to, the application, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
 - **Application Fee:** The \$300 application fee must be submitted in order to process the application. A check or money order in the amount specified shall be 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.*
 - **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**
 - **Proof of Employment:** A signed and dated letter certifying employment as a faculty member.
 - **Curriculum Vitae:** Dental Instructor and Dental Specialist Instructor must submit a CV documenting educational requirements have been met. CV is not required for Dental Auxiliary Instructor.
 - **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 or 1-800-767-6732.
 - **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**
 - **License Verifications:** Contact each state board you are currently or have previously been licensed with and have the license verification mailed or emailed directly to the Board office at the above address. Copies of licensure cards/certificates are not accepted.
 - **American Board Certificate:** You must request a certified copy of the certificate be sent to the Board.

- 3. Jurisprudence Examination:** Once our office receives the application, 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>.