

Montana Board of Dentistry

PO Box 200513

301 S Park, 4th Floor

Helena, MT 59620-0513

Phone: 406-444-6880

Email: dlibsdlhelp@mt.gov Website: www.dentistry.mt.gov

Application Checklist Dental Hygienist by Exam

License Requirements for Dental Hygienist by Exam

Below are the minimum requirements you must meet in order to be licensed in the state of Montana. *This checklist is provided as a guide, specific requirements for licensure are found in board rules located here: [ARM 24.138.503](#). All applicants are responsible for reviewing a complying with the board's requirements regardless of inclusion on this form.*

1. Graduation from a Commission on Dental Accreditation (CODA) accredited Dental Hygiene School;
2. Passage of the National Board Dental Examination (NBDHE);
3. Passage board approved clinical examination within the last 5 years;
4. Passage of the Jurisprudence examination;
5. CPR/ACLS/PALS certification;
6. Unopened NPDB Self-Query Report;
7. License Verifications;
8. Paid Application Fee.

Checklist of Required Documents to Submit for Application for Dental Hygienist by Exam The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Original score card from the Joint Commission on National Dental Examinations showing the applicant's passage of the NBDHE;
- Certification of/Score card showing successful passage of a board approved regional clinical practical examination (ADEX, CRDTS, SRTA, WREB);
- National Practitioner Data Bank (NPDB) self-query. The results will come to the applicant; upon receipt they will send the **unopened** original report to the Board office;
- Certified Transcript from CODA approved Dental School;
- Official transcripts sent directly from an approved dental hygiene school
- License verifications, from the issuing state, for any professional license held by the applicant;
- Copy of current CPR, ACLS, or PALS card;
- Completed Jurisprudence Examination
- If you answer yes to any discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgment documents, etc.).

Fee(s) required for a Dental Hygienist by Exam application:

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$100 application fee
- \$85 Jurisprudence Exam Fee

Temporary Permits:

As of September 2020, the board is now extending temporary permits to Hygienist applicants awaiting examinations, either clinical or national boards, but not both. Please review the rule located here: New Rule I

Additionally, another form, found here, must be submitted prior to the issuance of such a temporary permit. The permit is not an unrestricted license to practice. You must abide by the board's rules. Failure to do so may impact your ultimate licensure. Temporary Permits are valid until your failure or passage of the first available examination. You must continue to work towards full licensure. The permit is not indefinite.

A complete application, minus the missing examination is required prior to issuance of the permit. This means you must complete all other requirements listed in rule.

You can apply for a license Online at <https://ebiz.mt.gov/POL/> or download a paper application from the website.
Applying Online is the fastest way to receive your license.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist. Application questions should be directed to the Customer Service unit.