



Montana Board of Dentistry

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Application Checklist Dental Hygienist by Credential

License Requirements for Dental Hygienist by Credential

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 24.138.506. 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 of a board approved clinical examination;
4. Passage of the Jurisprudence examination;
5. CPR/ACLS/PALS certification;
6. Verification of dental hygiene practice for a minimum of 1000 hours during the 2 years prior to application;
7. Unopened NPDB Self-Query Report;
8. License Verifications;
9. 2 Character References
10. Paid Application Fee.

Checklist of Required Documents to Submit for Dental Hygienist by Credential 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.

- Official license verification(s) from states and jurisdictions in which the applicant holds or has ever held a professional license, of any type;
- 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;
- Copy of certificate of graduation/Dental Hygiene Diploma;
- Original National Board Examination Score verification from the Joint Commission on National Dental Examinations. Staff can access this Online through JCNDE once the applicant orders it;
- Verification of successful passage of a Board approved clinical examination; _
- Two reference letters of moral character (relatives may not be used as references);
- Copy of current CPR, ACLS, or PALS card;
- Completed Certification of Hours form;
- Completed Jurisprudence Examination;
- If you answered yes to 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.).



Application Fee(s) for Dental Hygienist by Credential:

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
- \$75 credentialing Fee

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.