

REGISTERED DENTAL ASSISTANT LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a registered dental assistant license.)

APPLICATION AND FEES

- Online Application For a Registered Dental Assistant License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus
- Application Fee (Must be paid by Visa, Mastercard, Discover credit or debit card.):
 - Registered Dental Assistant By Exam or Endorsement – \$132.60
 - Registered Dental Assistant – Relicensure (lapsed less than 5 years) – \$81.20
 - Registered Dental Assistant – Relicensure (lapsed more than 5 years) – \$152.60

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years).
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Human Trafficking – Beginning January 6, 2022, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.11123 prior to being issued a license. The training must only be completed one time.
- Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

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ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- Arrange for official transcripts to be sent directly to this office confirming graduation from an American Dental Association (ADA) accredited dental assistant program. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Verification of Licensure – If you hold a current license or ever held a license as a dental assistant, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- You must pass the Michigan RDA clinical and written examination.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

- An applicant who was first licensed or registered in another state for performance of expanded functions as described in Rule 338.11405 and Rule 338.11405(a) may apply by endorsement.
- Arrange for official transcripts to be sent directly to this office confirming graduation from an American Dental Association (ADA) accredited dental assistant program. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Verification of Licensure – If you hold a current license or ever held a license to perform expanded functions as a dental assistant, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- You must pass the Michigan RDA clinical and written examination. If you have passed a clinical and written examination developed and scored by a state or other entity that is substantially equivalent to the Michigan RDA licensing examination as provided in Rule 338.11239(2), provide proof of successful completion of a substantially equivalent written and clinical examination, as provided in Rule 338.11261(2)(b) and (c). Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

- Online application can be completed by visiting www.michigan.gov/miplus, select **MiPlus Login**, select **“Modification”** next to your license number and then select **“Relicensure.”**

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Applicants for relicensure whose license has lapsed for less than 3 years at the time of application must complete the following:

- Submit proof of current certification in basic or advanced life support.
- Submit copies of certificates showing proof of having earned 36 hours of board-approved continuing education with at least 12 of those hours in registered dental assistant functions and 2 hours in pain and symptom management earned within the 2 year period immediately preceding the date of your application. A minimum of 12 hours must be obtained by attending live courses or programs.
- Arrange for verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as a dental assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

Applicants for relicensure whose license has lapsed for more than 3 years, but less than 5 years, at the time of application must complete the following:

- Submit proof of current certification in basic or advanced life support.
- Submit copies of certificates showing proof of having earned 36 hours of board-approved continuing education with at least 12 of those hours in registered dental assistant functions and 2 hours in pain and symptom management earned within the 2 year period immediately preceding the date of your application. A minimum of 12 hours must be obtained by attending live courses or programs.
- Arrange for verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as a dental assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Satisfying either of the following:
 - Complete an evaluation of your dental assisting skills that is conducted by an American Dental Association (ADA) accredited dental assistant program.
 - Provide to the department documentation that you hold or have held a valid and unrestricted license in another state within 3 years immediately preceding the application for relicensure.

Applicants for relicensure whose license has lapsed for more than 5 years at the time of application must satisfy ONE of the following:

- If you have not held a dental assistant license in another state within the 3 years immediately preceding the application for relicensure, follow the requirements of RDA by Exam.
- If you have held a dental assistant license in another state within the 3 years immediately preceding the application for relicensure, provide all of the following requirements:
 - Provide documentation to the department that you hold or have held a valid and unrestricted license in another state within 3 years immediately preceding the application for relicensure.
 - Submit proof of current certification in basic or advanced cardiac life support.

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- Submit copies of certificates showing proof of having earned 36 hours of board-approved continuing education with at least 12 of those hours in registered dental assistant functions and 2 hours in pain and symptom management earned within the 2 year period immediately preceding the date of your application. A minimum of 12 hours must be obtained by attending live courses or programs.
- Arrange for verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold a current license or ever held a license as a dental assistant. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Registered Dental Assistant Renewal – Can be completed by visiting www.michigan.gov/miplus
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
Registered Dental Assistant Renewal Application Fee: \$45.90
- Renewal Cycle: 3 years
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Human Trafficking – Beginning in 2020, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.11123 prior to prior to renewing their license. The training must only be completed one time.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met the following continuing education requirements during the 3-year period immediately preceding the application for renewal.
- Possess current certification in basic or advanced cardiac life support from an agency or organization that grants certification pursuant to standards substantially equivalent to the standards adopted in Rule 338.11705(3).
- 36 hours of continuing education as outlined in Rule 338.11704 approved by the board earned as follows:
 - A minimum of 12 hours of continuing education in programs directly related to clinical issues such as delivery of care, materials used in delivery of care, and pharmacology.
 - A minimum of 12 hours of continuing education by attending live courses or programs that provide for direct interaction between faculty and participants.

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- Applicants holding both a registered dental hygienist license and a registered dental assistant license shall have completed not less than a total of 36 hours of continuing education acceptable to the board during the 3-year period immediately preceding the date of the application. The 36 hours shall include not less than 12 hours devoted to registered dental hygienist functions, and not less than 12 hours devoted to registered dental assistant functions.
 - If an organized continuation course or program is offered in segments of 50 to 60 minutes each, 1 hour of credit shall be given for each segment.
 - A minimum of 2 hours of continuing education in pain and symptom management, which may include, but are limited to, courses in behavior management, psychology of pain, pharmacology, behavior modification, stress management, clinical applications, and drug interactions.
- Additional information regarding continuing education can be found by accessing the Administrative Rules for Dentistry at: www.michigan.gov/healthlicense and click on the dentistry link.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the dentistry link you can access the following helpful resources and forms.

Resources:

- Michigan Public Health Code
- Administrative Rules for Dentistry