



REGISTERED DENTAL ASSISTANT NONCLINICAL ACADEMIC LIMITED LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a Registered Dental Assistant Nonclinical Academic Limited License.)

APPLICATION AND FEES

- Online Application for a Registered Dental Assistant Nonclinical Academic Limited 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, or Discover credit or debit card.):

Registered Dental Assistant Nonclinical Academic Limited – \$20.40 (Valid for 1 year from date issued)
Registered Dental Assistant Nonclinical Academic Limited Relicensure – \$40.40 (Valid for 1 year from date issued)

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.
- 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.
- 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.
- Verification of Licensure – If you hold a current license or ever held a license as a registered 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.

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- Arrange for official transcripts to be sent directly to this office confirming graduation from an American Dental Association (ADA) accredited dental program **OR** a certified copy of the diploma and transcript from a non-ADA accredited dental program translated into English, if applicable. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Submit proof of appointment to a nonclinical academic faculty position. Proof must include name, address and division/department of the institution in which you are being employed, a description of your nonclinical duties, and the beginning date of employment. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- English Language Proficiency – An individual applying for licensure is required to demonstrate a working knowledge of the English language. This can be established if the required health professional educational program was taught in English, the applicants transcript establishes that they earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or pass an approved English proficiency exam as established by the department in R 338.7002b of the Public Health Code – General Rules.

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.”**
- Verification of Licensure – If you hold a current license or ever held a license as a registered 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.
- A completed Dentistry Clinical Academic Limited License Renewal Certification of Appointment to an Academic Position form must be received directly from the college of dentistry you are employed by. 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 Nonclinical Academic Limited 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 Nonclinical Academic Limited Renewal Application Fee: \$5.10
- Renewal Cycle: 1 year
- 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

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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.

- Human Trafficking – Beginning January 6, 2020, 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.
- 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.
- A completed Dentistry Nonclinical Academic Limited License Renewal Certification of Appointment to an Academic Position form must be received directly from the college of dentistry you are employed by. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the Registered Dental Assistant Nonclinical Academic Limited License renewal requirements.

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:

- Public Health Code
- Administrative Rules for Dentistry