



REGISTERED DENTAL HYGIENIST CLINICAL ACADEMIC LIMITED LICENSING GUIDE

OVERVIEW:

The registered dental hygienist clinical academic limited license type allows a licensee to engage in the practice of dental hygiene only in connection with the licensee’s employment or contractual relationship with an academic institution.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Registered Dental Hygienist Clinical Academic Limited License - Complete all fields, answer all questions, and upload any supporting documentation.
Online applications can be completed by visiting www.michigan.gov/miplus
Application Fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card): Registered Dental Hygienist Clinical Academic Limited - \$31.20 (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

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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 – An individual seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.11271 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.
- Arrange for official transcripts to be sent directly to this office confirming graduation from a CODA-accredited dental program **OR** a certified copy of the diploma and transcript from a non-CODA 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 clinical academic faculty position. Proof must include name, address and division/department of the institution in which you are being employed, a description of your clinical 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.
- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant, and sanctions are not in force at the time of application. Verification 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 must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department in [R 338.7002b\(2\)](#) of the Public Health Code – General Rules.
- Implicit Bias Training – Individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.
- CPR Certification – Submit proof of current certification in basic life support (BLS) or advanced cardiac life support (ACLS) for healthcare providers with a hands-on component from an agency or organization that grants certification pursuant to standards equivalent to those established by the American Heart Association (AHA), earned within the 2-year period before receiving a license.
- Training in Infection Control – Submit proof of having attended training of at least 1 hour in infection control that includes sterilization of hand pieces, personal protective equipment, and the Centers for Disease Control and Prevention (CDC) infection control guidelines

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ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, select “**Modification**” next to your license number and then select “**Relicensure.**”
- Registered Dental Hygienist Clinical Academic Limited Relicensure Application and Fee (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card):

Registered Dental Hygienist Clinical Academic Limited Relicensure - \$51.20 (Valid for 1 year from date issued.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for a Registered Dental Hygienist Clinical Academic Limited Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
- Registered Dental Hygienist Clinical Academic Limited Renewal Application Fee: \$10.40 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- 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 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 – Licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Rule 338.11271.
- 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 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.
- Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.

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- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the Registered Dental Hygienist Clinical 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 Professional Dentistry](#)

FREQUENTLY ASKED QUESTIONS

1. When can I renew license?

Licensees can begin to renew their licenses approximately 90 days prior to the expiration date of their current license. Licensees will be sent a renewal notification to the contract on record approximately 90 days prior to the expiration date of the license. Remember to notify the Department in writing of any address change. It's a licensee's responsibility to renew his or her license on time. Failure to receive the renewal notification, or to notify the Department of an address change, does not exempt a licensee from renewing their license on time.

2. How do I verify my Michigan license?

Certified license verification requests must be obtained online. You must submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Licenses may also be verified online on the Bureau's [License Verification website](#) free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

3. My license was lost/stolen/destroyed, how do I get a new one?

You may request a duplicate license online at www.michigan.gov/miplus. To request a hard copy of your license you will need to log in to your MiPLUS account and pay a \$10.00 fee.

4. Where can I find a copy of the administrative rules pertaining to Dentistry?

You may view the current Dentistry Administrative Rules and proposed revisions, if applicable, on the website www.michigan.gov/bpl.

5. How do I file a complaint against a health care professional?

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Information on how to [File a Complaint Against a Health Care Licensee](#) can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.