

REGISTERED DENTAL ASSISTANT LICENSING GUIDE

OVERVIEW:

The registered dental assistant license type allows a licensee to engage in the practice of dental assisting.

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.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST.....	1
APPLICATION AND FEES	1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS.....	1
ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION	2
ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT	3
ADDITIONAL REQUIREMENTS FOR THOSE LICENSED IN A PROVINCE OF CANADA...3	
ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE	4
RENEWAL REQUIREMENTS CHECKLIST	5
HELPFUL RESOURCES AND FORMS.....	7
FREQUENTLY ASKED QUESTIONS.....	7

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Registered Dental Assistant 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 + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Registered Dental Assistant by Exam or Endorsement - \$135.20

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

MICHIGAN REGISTERED DENTAL ASSISTANT LICENSING GUIDE

(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 – 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION **(These are in addition to the requirements stated above that apply to ALL applicants)**

- ☐ Arrange for official transcripts to be sent directly to this office confirming graduation from a CODA-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.
- ☐ Submit proof of successful completion of both a written and clinical examination approved by the board under R 338.11239. If you have not passed an examination, you must pass the Michigan RDA clinical and written examination. If you take the Michigan exam, you must pass both parts of the exam within an 18-month timeframe, which starts after first taking any part of the exam. Applicants who fail either part 3 times

MICHIGAN REGISTERED DENTAL ASSISTANT LICENSING GUIDE

must retake both parts of the exam. If you have passed a clinical and written examination developed and scored by a state or other entity, provide proof of successful completion

- ☐ 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT (These are in addition to the requirements stated above that apply to All applicants)

- ☐ Applicants for licensure by endorsement licensed in another state of the United States must have a license as a dental assistant that is active and in good standing for at least 1 year before filing an application in this state.
- ☐ Arrange for official transcripts to be sent directly to this office confirming graduation from a CODA-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.
- ☐ Submit proof of successful completion of both a written and clinical examination approved by the board under R 338.11239. If you have not passed an examination approved by the board, you must pass the Michigan RDA clinical and written examination. If you take the Michigan exam, you must pass both parts of the exam within an 18-month timeframe, which starts after first taking any part of the exam. Applicants who fail either part 3 times must retake both parts of the exam. If you have passed a clinical and written examination developed and scored by a state or other entity, provide proof of successful completion.
- ☐ 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN A PROVINCE OF CANADA (These are in addition to the requirements stated above that apply to All applicants)

- ☐ Applicants for licensure by endorsement licensed in Canada must have a license as a dental assistant that is active and in good standing for at least 1 year before filing an application in this state.
- ☐ Verification of completion of the following requirements, which can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909:
 - Proof of graduation from a dental assistant educational program in Canada, with all training completed in Canada, in the form of official transcripts sent directly to this office from the educational institution.
 - Proof of passing the National Dental Assistant Examining Board examination in Canada, directly from the examining agency.

MICHIGAN REGISTERED DENTAL ASSISTANT LICENSING GUIDE

- Proof of 2 or more years of dental assisting experience.
- Proof of completion of Washtenaw Community College Alternative Dental Assistant Education Project pathway or a substantially similar pathway approved by the board, directly from the educational institution.
- Proof of completion of the board **written** examination, approved by the board under R 338.11239, with a score of not less than 75.

OR

- Provide proof of completion of a written and clinical examination, approved by the board under R 338.11239, with a score of not less than 75 **AND** arrange for official transcripts to be sent directly to this office confirming graduation from a CODA-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 – 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
- ☐ 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.

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.**”
- ☐ 3 year Registered Dental Assistant Relicensure Application and Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

Registered Dental Assistant Relicensure (Lapsed less than 5 years) - \$82.40

Registered Dental Assistant Relicensure (Lapsed more than 5 years) - \$155.20

All applicants for relicensure:

- ☐ 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.

MICHIGAN REGISTERED DENTAL ASSISTANT LICENSING GUIDE

- ☐ Submit copies of certificates showing proof of having earned 36 hours of board-approved continuing education within the 3-year period immediately preceding the date of your application for relicensure. The continuing education must include the following:
 - 2 hours in pain and symptom management
 - 1 hour in dental ethics and jurisprudence with inclusion of delegation of duties to allied dental personnel, which may be completed in 1 or more courses.
 - 1 hour in infection control, which must include sterilization of hand pieces, personal protective equipment, and the CDC's infection control guidelines.

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:

- ☐ Satisfying either of the following:
 - Pass a board approved written and clinical examination that meets the requirements of R 338.11239, within the 2-year period immediately preceding the application for relicensure.
 - Provide to the department documentation that you hold or have held a valid and unrestricted license in another state or in Canada within 3 years immediately preceding the application for relicensure.

Applicants for relicensure whose license has lapsed for 5 years or more at the time of application and hold or has held a valid and unrestricted license in another state or in Canada within the 3 years immediately preceding the application for relicensure must satisfy all of the following:

- ☐ Provide to the department documentation that you hold or have held a valid and unrestricted license in another state or in Canada within 3 years immediately preceding the application for relicensure.

Applicants for relicensure whose license has lapsed for 5 years or more at the time of application and do not hold a valid and unrestricted license in another state or in Canada must satisfy all of the following:

- ☐ Arrange for official transcripts to be sent directly to this office confirming graduation from a CODA-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.
- ☐ Submit proof of having passed a board approved clinical examination that meets the requirements of R 338.11239.
- ☐ Submit proof of having passed a board approved written examination that meets the requirements of R 338.11239, within the 2-year period immediately preceding the application for relicensure.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for a Registered Dental Assistant Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.

MICHIGAN REGISTERED DENTAL ASSISTANT LICENSING GUIDE

- ☐ Registered Dental Assistant Renewal Application Fee: \$46.80 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- ☐ 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 – 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.
- ☐ Possess 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.
- ☐ 36 hours of continuing education as outlined in Rule 338.11704 approved by the board earned as follows:
 - At least 12 hours in programs directly related to clinical issues including delivery of care, materials used in the delivery of care, and pharmacology.
 - 2 hours in pain and symptom management.
 - 1 hour in dental ethics and jurisprudence with inclusion of delegation of duties to allied dental personnel, which may be completed in one or more courses.
 - 1 hour in infection control, which must include sterilization of hand pieces, personal protective equipment, and the Centers for Disease Control and Prevention’s infection control guidelines.
 - At least 12 of the continuing education hours must be from attending synchronous, live courses or programs per R 338.11704.
 - No more than 18 of the 36 hours of the required continuing education hours may be done asynchronously, noninteractive.
 - An applicant holding both a registered dental hygienist license and a registered dental assistant license shall complete not less than 36 hours of continuing education. The 36 hours must include not less than 12 hours devoted to registered dental hygienist functions, and not less than 12 hours devoted to registered dental assistant functions.
- ☐ 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.

MICHIGAN REGISTERED DENTAL ASSISTANT LICENSING GUIDE

- ☐ Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the continuing education requirements during the 3-year period immediately preceding the application for renewal.

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](#)
- ☐ Track continuing education using CE Broker - The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).

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. Do I need to complete continuing education (CE)?

An applicant for renewal is not required to submit proof of completion of their CE hours. However, an applicant for renewal shall retain documentation of meeting the requirements for a period of 5 years from the date of applying for license renewal. If selected for audit, a licensee is required to submit copies of their documentation confirming the completion of the CE requirements.

3. 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.

MICHIGAN REGISTERED DENTAL ASSISTANT LICENSING GUIDE

4. 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.

5. 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.

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

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.