# MICHIGAN DENTIST LICENSING GUIDE

## OVERVIEW:

**The dentist license type allows a licensee to engage in the practice of dentistry.**

***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 Dentist 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)

  Dentist by Exam or Endorsement - $322.40

  Controlled Substance License - $259.10

# MICHIGAN DENTIST LICENSING GUIDE

## 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.

- Implicit Bias Training – An individual seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.

- Human Trafficking – Individuals 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.

- You may apply for a controlled substance license by completing the controlled substance license fields on the application. If you do not apply for a controlled substance license on your initial application, you must wait for the dentist license to be issued before applying for a controlled substance license.

- Opioids and Controlled Substances Awareness Training – An individual seeking a controlled substance license or who is licensed to prescribe or dispense controlled substances must have completed training in opioids and controlled substances awareness that meets the standards established in the Board of Pharmacy Controlled Substances Administrative Rules, R 338.3135 prior to being issued a license

- 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 under 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 program where a Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DMD) degree was awarded. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ Arrange for the official report of your National Board scores to be sent directly to this office from the Joint Commission on National Dental Examinations (JCNDE) by visiting their website at www.ada.org.

- ☐ Provide passing scores for all parts, written and clinical, of the **American Board of Dental Examiners, Inc (ADEX) examination** that is conducted by CDCA-WREB-CITA, or another regional testing agency. Non-ADEX examinations are **NOT** accepted.

- ☐ 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.

**If you graduated from a non-ADA accredited dental school before receiving your DDS or DMD degree or specialty degree or certification recognized in R 338.11501 from an ADA accredited school:**

- ☐ Arrange for a certified copy of this final, official transcript from the non-ADA accredited school where a dental degree was obtained to be submitted to this office. An original, official translation must also be included if the transcript is not in English. Documents can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ Arrange for official transcripts to be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909 confirming one of the following:

  - Successful completion of a CODA-accredited dental program where a Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DMD) degree was awarded.

  - Successful completion of a minimum two-year master's degree or certificate program in a CODA-accredited dental program with a degree or certificate being awarded from a dental specialty program in one of the following: Endodontics; Oral and maxillofacial surgery; Oral and maxillofacial pathology; Orthodontics and dentofacial orthopedics; Pediatric dentistry; Periodontics; Prosthodontics; Dental anesthesiology; Dental public health; Oral and maxillofacial radiology; Oral medicine; or Orofacial pain.

  - Successful completion of a minimum two-year master's degree or certificate program in a CODA-accredited specialty branch of dentistry NOT listed above. Applicants in this situation must petition the board to approve their degree.

    **NOTE: Applicants who have completed a specialty program may have the educational program submit the Certification of Specialty Program form instead of providing official transcripts.**

- ☐ Arrange for the official report of your National Board scores to be sent directly to this office from the Joint Commission on National Dental Examinations (JCNDE) by visiting their website at www.ada.org.

- ☐ Provide passing scores for all parts, written and clinical, of the **American Board of Dental Examiners, Inc (ADEX) examination** that is conducted by CDCA-WREB-CITA, or another regional testing agency. Non-ADEX examinations are **NOT** accepted.

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

**All applicants:**

- ☐ Applicants for licensure by endorsement must have held a license as a dentist in good standing in another state for 1 year prior to applying for licensure.

- ☐ 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.

**Applicants who have been licensed in another state for less than 5 years:**

- ☐ Arrange for official transcripts to be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909 confirming one of the following:

  - ➢ Successful completion of a CODA-accredited dental program where a Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DMD) degree was awarded.

  - ➢ Successful completion of a minimum of two-year degree or certificate program in a CODA-accredited dental program with a degree or certificate being awarded from a dental specialty program in one of the following: Endodontics; Oral and maxillofacial surgery; Oral and maxillofacial pathology; Orthodontics and dentofacial orthopedics; Pediatric dentistry; Periodontics; Prosthodontics; Dental anesthesiology; Dental public health; Oral and maxillofacial radiology; Oral medicine; or Orofacial pain.

  - ➢ Successful completion of a minimum two-year master's degree or certificate program in a CODA-accredited specialty branch of dentistry NOT listed above. Applicants in this situation must petition the board to approve their degree.

**Note: Applicants who have completed a specialty program may have the educational program submit the Certification of Specialty Program form instead of providing official transcripts.**

- ☐ Arrange for the official report of your National Board scores to be sent directly to this office from the Joint Commission on National Dental Examinations (JCNDE) by visiting their website at www.ada.org.

- ☐ Provide passing scores of all parts, written and clinical, of the American Board of Dental Examiners, Inc (ADEX) clinical examination that is conducted by the CDCA-WREB-CITA.

**Note: If an applicant has passed a regional examination or state board examination the applicant may petition the board for review of the regional or state board examination to determine if it is substantially equivalent to the ADEX examination.**

**Applicants who have been licensed in another state for at least 5 years that required the successful completion of a regional or state exam:**

- ☐ Provide certification of your passing examination scores directly from the regional testing agency or state board. Documentation should be sent to BPLData@michigan.gov.

**Applicants who have been licensed in another state for at least 5 years that did NOT require the successful completion of a regional or state exam:**

- ☐ Provide passing scores for all parts, written and clinical, of the **American Board of Dental Examiners, Inc (ADEX) examination** that is conducted by CDCA-WREB-CITA, or another regional testing agency.

  **NOTE: Instead of taking the examination, the applicant may petition the board for a determination that the applicant's credentials are substantially equivalent to the requirements for licensure by endorsement instead of taking an examination.**

**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 must hold an active Canadian license as a dentist in good standing for 1 year prior to applying for licensure.

- ☐ Applicant must have been certified by the National Dental Examining Board of Canada (NDEB).

- ☐ Provide passing scores from 1 of the following:

  - The National Dental Examining Board of Canada (NDEB) dental written examination AND all parts of the American Board of Dental Examiners, Inc (ADEX) clinical examination that is conducted by the CDCA-WREB-CITA.

  - All parts, written and clinical, of the American Board of Dental Examiners, Inc (ADEX) clinical examination that is conducted by the CDCA-WREB-CITA or another regional testing agency. Non-ADEX examinations are **NOT** accepted.

- ☐ Arrange for official transcripts to be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909 confirming one of the following:

  - Successful completion of a dental program accredited by the Commission on Dental Accreditation of Canada (CDAC) with all training completed in Canada where a BDS, DDS, or DMD degree was awarded.

  - Successful completion of an ADA accredited dental program where a Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DMD) degree was awarded.

## ADDITIONAL REQUIREMENTS AND HELPFUL INFORMATION FOR FOREIGN TRAINED APPLICANTS
**(These are in addition to the requirements stated above that apply to All applicants)**

- ☐ Applicants who graduated from a non-ADA accredited dental school must meet one of the following requirements:
  - ➢ Successfully complete a CODA-accredited dental program where a Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DMD) degree was awarded.
  - ➢ Successfully complete a minimum two-year master's degree or certificate program in a CODA-accredited dental program with a degree or certificate being awarded from a dental specialty program in one of the following: Endodontics; Oral and maxillofacial surgery; Oral and maxillofacial pathology; Orthodontics and dentofacial orthopedics; Pediatric dentistry; Periodontics; Prosthodontics; Dental anesthesiology; Dental public health; Oral and maxillofacial radiology; Oral medicine; or Orofacial pain.
  - ➢ Successfully complete a minimum two-year master's degree or certificate program in a CODA-accredited specialty branch of dentistry NOT listed above. Applicants in this situation must petition the board to approve their degree.
- ☐ Pass all parts of the Integrated National Board Exam (INDBE).
- ☐ Pass all parts, written and clinical, of the American Board of Dental Examiners, Inc (ADEX) examination that is conducted by CDCA-WREB-CITA, or another regional testing agency.

## 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 Dentist Relicensure Application and Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

  Dentist Relicensure: $342.40

  Controlled Substance License: $259.10

**All applicants for relicensure must complete the following:**

- ☐ 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 the license.

- ☐ Submit copies of certificates showing proof of having earned 60 hours of board-approved continuing education earned within the 3-year period immediately preceding the date of your application for relicensure. The continuing education must include the following:
  - ➢ 3 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 Centers for Disease Control and Prevention (CDC) infection control guidelines.
- ☐ Dental Amalgam – Documentation will be required if you are subject to the provisions of Administrative Rule 338.11811 regarding the installation and operation of a dental amalgam separator. You must verify that you are in compliance with the dental amalgam separator rules and provide the amalgam separator make and year that each separator was installed. The dental amalgam separator rules do NOT apply to any of the following: Oral and maxillofacial surgeons; Oral and maxillofacial radiologists; Oral pathologists; Orthodontists; Periodontists; Dentists while providing services in a dental school, in a hospital or through a local health Department; and Dentists who install and use a holding tank and do not discharge amalgam waste.

**Applicants for relicensure whose license has lapsed for more than 3 years, but less than 5 years, at the time of application and have NOT held a valid and unrestricted dentist license in another state or Canada within the 3 years immediately preceding the application for relicensure must also complete the following:**

- ☐ Retake and pass the American Board of Dental Examiners, Inc. (ADEX) clinical and written examination for dentists developed and scored by the CDCA-WREB-CITA or another regional testing agency with a passing score of not less than 75, withing the 2-year period immediately preceding your application for relicensure.

**Applicants for relicensure whose license has lapsed for 5 years or more at the time of application AND have NOT held a valid and unrestricted dentist license in another state or Canada within the 3 years immediately preceding the application for relicensure, must also complete the following:**

- ☐ Meet the requirements for licensure by examination. The American Board of Dental Examiners, Inc. (ADEX) dental clinical and written examination conducted and scored by the CDCA-WREB-CITA or another regional testing agency **must be retaken and passed** within the 2-year period immediately preceding the application for relicensure. No other exams need to be retaken if the ones previously taken meet the requirements as laid out in the application for licensure by examination section.

## RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for a Dentist Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.
- ☐ Renewal Application Fee (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card):

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Dentist Renewal Application Fee - $296.40

Controlled Substance Renewal Application Fee - $248.10

- 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 Training – 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 Administrative Rule 338.11271.

- 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.

- Your controlled substance license will renew along with the dentist license unless you uncheck the “renew cs” box on the renewal application.

- Opioids and Controlled Substances Awarness Training – All controlled substance licensees or individuals who are licensed to prescribe or dispense controlled substances must certify on their renewal application prior to renewing their license that they have completed training in opioids and controlled substances awareness that meets the standards established in Administrative Rule 338.3135.

- Dental Amalgam – Documentation will be required if you are subject to the provisions of Administrative Rule 338.11811 regarding the installation and operation of a dental amalgam separator. You must verify that you are in compliance with the dental amalgam separator rules and provide with each license renewal application the amalgam separator make and year that each separator was installed. The dental amalgam separator rules do NOT apply to any of the following: Oral and maxillofacial surgeons; Oral and maxillofacial radiologists; Oral pathologists; Orthodontists; Periodontists; Dentists while providing services in a dental school, in a hospital or through a local health Department; and Dentists who install and use a holding tank and do not discharge amalgam waste.

- 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(4).

- 60 hours of continuing education as outlined in Rule 338.11701 approved by the board earned as follows:

  - At least 20 hours in programs devoted to clinical issues.

  - 3 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 Centers for Disease Control and Prevention (CDC) infection control guidelines.
- 20 hours of the required continuing education hours in programs directly related to clinical issues including delivery of care, materials used in delivery of care, and pharmacology.
- At least 20 of the continuing education hours must be from attending synchronous, live courses or programs per R 338.11701.
- No more than 30 of the 60 hours of the required continuing education hours may be done asynchronously, noninteractive.
- A dental specialist shall complete 20 hours of the required continuing education hours in the dental specialty field in which he or she is licensed.

☐ 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 Dentisry

☐ 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.

**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.

**7. I am a general dentist; can I use Botox injections and dermal fillers in my practice?**

This question presents a scope of practice issue that is not directly addressed in the Michigan Public Health Code or administrative rules. In order for a Michigan licensed dentist to use Botox injections and dermal fillers as a dental treatment, the dentist must be properly trained in its use and must be acting within their scope of practice. The "practice of dentistry" allows a dentist to treat a patient for disease, pain, deformity, deficiency, injury or a physical condition of the teeth, alveolar process, gums, jaw, and their dependent tissues. Any use of Botox injections or dermal fillers must be directly related to what is included in the "practice of dentistry."

It would not be appropriate for a licensed dentist to use Botox injections or dermal fillers for cosmetic purposes unrelated to the treatment of a disease, pain, deformity, deficiency, injury, or a physical condition of the teeth, alveolar process, gums, jaw, and their dependent tissues.

A licensee who fails to satisfy the above requirements would be in violation of the Public Health Code and their license would be subject to disciplinary action including sanctions by the Board of Dentistry Disciplinary Subcommittee.