

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.
- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a dental assistant. Verification includes, but is not limited to, showing proof that the applicant’s license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

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- 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 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

- Applicants for licensure by endorsement licensed in another state of the United States must have a license in good standing for at least 30 days prior to applying for licensure.
- 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.
- 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 have passed a clinical and written examination developed and scored by a state or other entity, provide proof of successful completion.

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)

- Verification of the completion of the educational requirements for a dental assistant license in a province of Canada or another state to obtain licensure as a dental assistant in a province of Canada or another state. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

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- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada which you hold or ever held a license as a dental assistant. Verification includes, but is not limited to, showing proof that the applicant’s license is in good standing and, if applicable, any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at 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 have passed a clinical and written examination developed and scored by a state or other entity, provide proof of successful completion.

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.”**

All applicants for relicensure:

- Submit proof of current certification in basic or advanced cardiac life support for health care 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 applying for relicensure.

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 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.
 - 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.
- 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 within 3 years immediately preceding the application for relicensure.

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Applicants for relicensure whose license has lapsed for 5 years or more 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, submit proof of current certification in basic or advanced cardiac life support for health care 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 applying for relicensure.

AND

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.
- 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.

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 renewing their license. The training must only be completed one time.

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- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met the 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(4).
- 36 hours of continuing education as outlined in Rule 338.11704 approved by the board earned as follows:
 - At least 12 hours in registered dental assistant functions
 - 2 hours in pain and symptom management
 - A minimum of 12 hours must be obtained by attending live courses or programs.
 - 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.
- 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