Dental Hygiene Initial Limited License Application Packet

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Important Social Security Number Information:
You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, please read, complete, and return this form with your application.
A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

In order to process your request:
Mail your application with initial documentation and your check or money order payable to:
Department of Health
P.O. Box 1099
Olympia, WA 98507-1099

Send other documents not sent with initial application to:
Dental Hygiene Credentialing
P.O. Box 47877
Olympia, WA 98504-7877

Contact us:
360-236-4700

DOH 645-155 September 2018
You should complete this application to obtain an initial limited dental hygiene license if you have a license in another state or Canadian province with a similar scope of practice to the dental hygiene scope of practice in Washington State. To qualify for licensure you must meet the following requirements:

- Currently hold an active license in another state or Canadian province.
- Be actively practicing in another state or Canadian province. Actively practicing means that you have worked at least 560 hours within the preceding 24 months.
- Graduated from a CODA accredited dental hygiene program.
- Successfully completed the Dental Hygiene National Board Examination.
- Successfully completed the Washington State Drug and Law Jurisprudence Examination.
- Completed an approved 7 hour HIV/AIDS education program.

The following states are not equivalent to Washington State’s scope of practice:

- Delaware
- Kentucky
- New York

The initial limited license is valid for 18 months from the date that credential was issued. In order to renew, you must provide proof of successful completion of the following items:

- An approved dental hygiene patient evaluation/prophylaxis examination.
- An approved local anesthesia examination.
- Demonstration of didactic and clinical competency in the administration of nitrous oxide analgesia.

Note: It is recommended that you submit the renewal application, renewal fee and appropriate expanded functions verification documentation at least 90 days before your initial limited license expiration date.

Important background check Information: Washington State law authorizes the Department of Health to obtain fingerprint-based background checks for licensing purposes. This check may be through the Washington State Patrol and the Federal Bureau of Investigation (FBI). This may be required if you have lived in another state or if you have a criminal record in Washington State. This would be at your own expense.

All information should be printed clearly in blue or black ink. It is your responsibility to submit the required forms.

- Application Fee. This fee is non-refundable. You can check the online fee page for current fees.

- Select if the following applies:
  Spouse or Registered Domestic Partner of Military Personnel
1. Demographic Information:

**Social Security Number:** You must list your social security number on your application. Please call the Customer Service Center at 360-236-4700 if you do not have one.

**National Provider Identifier Number (NPI):** The National Provider Identifier (NPI) is a standard unique identifier for health care professionals available from the Federal Centers for Medicare and Medicaid Services. The NPI is a 10 digit numeric identifier. If you have a NPI number, provide this on your application.

**Legal Name:** List your full name: first, middle, and last.

**Definition of legal name:** “Legal name” is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this form, your application may be denied.

**Birth date:** Provide the month, day and year of birth.

**Birth place:** Provide the city, state and country where you were born

**Address:** List the address we should use to send any information on your license. Be sure to include the city, state, zip code, county, and country. This will be your permanent address with the Department of Health until we have been notified of a change. See WAC 246-12-310.

**Phone, Fax and Cell Numbers:** Enter your phone, fax and cell numbers, if you have them.

**Email:** Enter your email address, if you have one.

**Other Name(s):** Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See WAC 246-12-300.

2. Personal Data Questions:

All applicants must answer the same personal data questions. They are focused on your fitness to practice the essential skills of this profession.

If you answer “yes” to any questions in this section, you must provide an appropriate explanation. You must also provide the documentation listed in the note after the question. If you do not provide this, your application is incomplete and it will not be considered.

- Question 5 includes misdemeanors, gross misdemeanors and felonies. You do not have to answer yes if you have been cited for traffic infractions. You can get copies of court records through the county courthouse where the conviction, plea, deferred sentence, or suspended sentence was entered.
- If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.
- Another jurisdiction means any other country, state, federal territory, or military authority.

3. Education:

List in date order, most recent to later, the professional education, including pre-dental hygiene received for a degree in dental hygiene. All periods of time from
graduation date to present must be listed whether or not engaged in activities related to the practice of dental hygiene. Continuing education courses do not need to be listed. Attach additional pages if you need more space.

**Transcripts:** Graduation from an American Dental Association Commission on Dental Accreditation (CODA) dental hygiene education program is the approved education for license. Have your school send official school transcripts directly to the Dental Hygiene Program.

4. **Experience:**
List in date order, most recent to later, your dental hygiene work experience from date of graduation to present. Attach additional pages if you need more space.

5. **Examination:**
Check all the dental hygiene examinations you have taken. The following examinations are the required examinations for initial limited license.

Dental Hygiene National Board exam and the Washington State Drug and Law exam administered by Dental Assisting National Board, Inc.

6. **Other License, Certification, or Registration:**
List all states, including Washington, where credentials are or were held. You must also print the Verification Form and provide it to each state or jurisdiction that you have listed, requesting that they complete and submit the form directly to the Department of Health. An out of state credential verification form must be resubmitted if it has been over six months since it was last received. Attach additional pages if you need more space.

7. **AIDS Education and Training Attestation:**
Read the AIDS education and training attestation. AIDS training may include self-study, direct patient care, courses, or formal training. A minimum of seven hours is required. Course content can be found in WAC 246-12-270. If AIDS education was included in your professional education or training, an additional course is not required.

8. **Applicant’s Attestation:**
You must sign and date this for us to process the application.

**For Spouses and Registered Domestic Partners of Military Personnel Being Transferred or Stationed in Washington:**

Under state law, if you are the spouse or state-registered domestic partner of a servicemember of any branch of the U.S. Military, to include Guard or Reserve, and are applying for a health care professional credential in this state, you may be eligible to have the processing of your application expedited to receive your credential more quickly.

Documents to submit with your application should include the following:

- A copy of your spouse’s or registered domestic partner’s military transfer orders to Washington State.
- One of the following:
  - A copy of your marriage certificate to show proof of marriage; or
  - A copy of a state’s declaration or registration showing you are in a state registered domestic partnership with a member of the U.S. military.
(This page intentionally left blank.)
License Requirements

The following will only be accepted when received by the department directly from the source. These items should not be included with your application.

  - A minimum score of 90 percent is required.
  - Dental hygiene laws and rules are located in RCW 18.29 and WAC 246-815.
  - Dental laws and rules are located in RCW 18.32 and WAC 246-817.

- Official dental hygiene school transcripts showing degree and date degree was conferred. The program must be currently accredited or received initial accreditation by the American Dental Association Commission on Dental Accreditation (CODA) on or before June 30, 2007 or from the Commission on Dental Accreditation of Canada (CDAC).

- Verification of your passing Dental Hygiene National Board Examination. To obtain verification of your exam scores contact:
  Joint Commission on National Dental Hygiene Examinations
  211 East Chicago Avenue, Suite 660
  Chicago, Illinois 60611-2637
  1-800-232-1694

- License certification form. A verification/certification from any state or Canadian province you have been credentialed in must be sent directly to the Dental Hygiene Program. An out of state credential verification form must be resubmitted if it has been over six months since it was last received. Attach additional pages if you need more space.

Note: The initial limited license allows for the following scope of practice:

a. Oral inspection and measuring of periodontal pockets.
b. Patient education in oral hygiene.
c. Taking intra-oral and extra-oral radiographs.
d. Applying topical preventive or prophylactic agents.
e. Polishing and smoothing restorations.
f. Oral prophylaxis and removal of deposits and stains from the surface of the teeth.
g. Recording health histories.
h. Taking and recording blood pressure and vital signs.
i. Performing subgingival and supragingival scaling.
j. Performing root planing.
Initial Limited license holders are **not** allowed to perform the following procedures:

- Restorative dentistry.
- Administration of local anesthetic.
- Administration of nitrous oxide analgesia.

Upon successful completion of an approved dental hygiene expanded functions local anesthesia examination, an applicant may request that the department add a local anesthesia endorsement to their credential.

Note: Administration of nitrous oxide analgesia is not included with the local anesthesia endorsement. Nitrous oxide administration is only allowed with a renewable limited license or a full dental hygiene credential.

**Other Information**

Thank you for applying for the initial limited dental hygienist license in Washington State. The application is considered incomplete if requested information is left blank. Write N/A or place a line through section instead of leaving blank.

- The initial limited license will expire 18 months from the date of initial issue. When renewed, the limited license will expire on your birthday unless the renewal is issued within 90 days of your next birthday. See WAC 246-12-020 (3).
- A courtesy renewal notice will be mailed to your address on record. You must keep your address current with us. Any renewal postmarked or presented to the department after midnight on the expiration date is late.
- Information regarding the dental hygiene program is available on our [website](#).

**Note:** You cannot practice dental hygiene until your license is issued.
# Dental Hygiene Initial Limited License Application

Please print clearly. It is the responsibility of the applicant to submit or request all required supporting documents be submitted. Failure to do so could result in a delay in processing your application.

<table>
<thead>
<tr>
<th>Initial Limited License</th>
<th>Anesthetic Endorsement</th>
</tr>
</thead>
</table>

Select if the following applies:  

- ☐ Spouse or Registered Domestic Partner of Military Personnel

## 1. Demographic Information

<table>
<thead>
<tr>
<th>Social Security Number (SSN)</th>
<th>National Provider Identifier Number (NPI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If you do not have a SSN, see instructions)</td>
<td>(Enter 10 digit number)</td>
</tr>
<tr>
<td></td>
<td>☐ Male  ☐ Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Birth date (mm/dd/yyyy)</th>
<th>Place of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City</td>
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</table>

| Address | |
|---------| |
| City    | State | Zip Code | County |

<table>
<thead>
<tr>
<th>Country</th>
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<thead>
<tr>
<th>Phone (enter 10 digit #)</th>
<th>Fax (enter 10 digit #)</th>
<th>Cell (enter 10 digit #)</th>
</tr>
</thead>
</table>

Email address

Mailing address if different from above address of record

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
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<tr>
<th>Country</th>
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Note: The mailing and email addresses you provide will be your addresses of record. It is your responsibility to maintain current contact information on file with the department.

Have you ever been known under any other name(s)?  

- ☐ Yes  ☐ No

If yes, list name(s):

Will documents be received in another name?  

- ☐ Yes  ☐ No

If yes, list name(s):
2. Personal Data Questions

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? If yes, please attach explanation.

   “Medical Condition” includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

   If you answered yes to question 1, explain:

   1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.

   1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition.

   **Note:** If you answered “yes” to question 1, the licensing authority will assess the nature, severity, and the duration of the risks associated with the ongoing medical condition and the ongoing treatment to determine whether your license should be restricted, conditions imposed, or no license issued.

   The licensing authority may require you to undergo one or more mental, physical or psychological examination(s). This would be at your own expense. By submitting this application, you give consent to such an examination(s). You also agree the examination report(s) may be provided to the licensing authority. You waive all claims based on confidentiality or privileged communication. If you do not submit to a required examination(s) or provide the report(s) to the licensing authority, your application may be denied.

2. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain.

   “Currently” means within the past two years.

   “Chemical substances” include alcohol, drugs, or medications, whether taken legally or illegally.

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?

4. Are you currently engaged in the illegal use of controlled substances?

   “Currently” means within the past two years.

   Illegal use of controlled substances is the use of controlled substances (e.g., heroin, cocaine) not obtained legally or taken according to the directions of a licensed health care practitioner.

   **Note:** If you answer “yes” to any of the remaining questions, provide an explanation and certified copies of all judgments, decisions, orders, agreements and surrenders. The department does criminal background checks on all applicants.

5. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile in any state or jurisdiction?

   **Note:** If you answered “yes” to question 5, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and will not be considered.

   If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.

   To protect the public, the department considers criminal history. A criminal history may not automatically bar you from obtaining a credential. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.
2. Personal Data Questions (cont.)

6. Have you ever been found in any civil, administrative or criminal proceeding to have:
   a. Possessed, used, prescribed for use, or distributed controlled substances or legend
doctors in any way other than for legitimate or therapeutic purposes? .................................................. □ □
   b. Diverted controlled substances or legend drugs? ................................................................. □ □
   c. Violated any drug law? ........................................................................................................... □ □
   d. Prescribed controlled substances for yourself? ................................................................. □ □

7. Have you ever been found in any proceeding to have violated any state or federal law or rule
regulating the practice of a health care profession? If “yes”, please attach an explanation and
provide copies of all judgments, decisions, and agreements? ................................................................. □ □

8. Have you ever had any license, certificate, registration or other privilege to practice a health care
profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority? .......... □ □

9. Have you ever surrendered a credential like those listed in number 8, in connection with or to
avoid action by a state, federal, or foreign authority? ........................................................................... □ □

10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence,
negligence, or malpractice in connection with the practice of a health care profession? .................. □ □

11. Have you ever been disqualified from working with vulnerable persons by the Department
of Social and Health Services (DSHS)? ............................................................................................... □ □

3. Education

List in date order, most recent to later, your educational preparation. Attach additional pages if you need more
space.

<table>
<thead>
<tr>
<th>Schools Attended</th>
<th>Degree Earned</th>
<th>Attendance Dates</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Start (mm/yyyy)</td>
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<tr>
<td></td>
<td></td>
<td>End (mm/yyyy)</td>
</tr>
</tbody>
</table>

4. Experience

I certify I hold an active license. I am currently in practice and have 560 hours of practice in the preceding
24 months.

<table>
<thead>
<tr>
<th>Dates From (mm/dd/yyyy)</th>
<th>To (mm/dd/yyyy)</th>
<th># Hours per week</th>
<th>Name and address of place of practice</th>
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Applicant’s Initials  Date
5. Examination

The examinations listed below are the approved examinations for licensure. Check all that you have taken.

☐ Dental Hygiene National Board examination.
  Date of exam: ____________________________ (mm/dd/yyyy)

☐ Washington State Drug and Law exam (administered by Dental Assisting National Board, Inc.).
  Date of exam: ____________________________ (mm/dd/yyyy)

  Date of exam: ____________________________ (mm/dd/yyyy)

☐ CRDTS Patient Evaluation/Prophylaxis if passed after November 1, 2001.
  Date of exam: ____________________________ (mm/dd/yyyy)

  Date of exam: ____________________________ (mm/dd/yyyy)

  Date of exam: ____________________________ (mm/dd/yyyy)

☐ WREB Restorative examination if passed after May 8,1992.
  Date of exam: ____________________________ (mm/dd/yyyy)

☐ CRDTS Anesthesia examination if passed after October 13, 2017.
  Date of exam: ____________________________ (mm/dd/yyyy)

☐ CRDTS Restorative examination if passed after March 7, 2016.
  Date of exam: ____________________________ (mm/dd/yyyy)

6. Other License, Certification or Registration

List all states, including Washington and Canadian provinces, where credentials are or were held. Attach additional completed pages if you need more space.

<table>
<thead>
<tr>
<th>State</th>
<th>Profession</th>
<th>Certificate</th>
<th>Permanent or Temporary</th>
<th>Currently in force</th>
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<td>Year issued</td>
<td>Number</td>
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<td>No Yes</td>
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<td>No Yes</td>
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</table>
7. AIDS Education and Training Attestation

I certify I have completed the minimum of seven hours of education in the prevention, transmission and treatment of AIDS. This includes the topics of etiology and epidemiology, testing and counseling, infection control guidelines, clinical manifestations and treatment, legal and ethical issues to include confidentiality, and psychosocial issues to include special population considerations.

I understand I must maintain records documenting said education for two years and be prepared to submit those records to the department if requested. I understand if I provide any false information, my license may be denied, or if issued, suspended or revoked. If AIDS education was included in your professional education or training, an additional course is not required.

Applicant's Initials  Date

<table>
<thead>
<tr>
<th>Applicant's Initials</th>
<th>Date</th>
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8. Applicant’s Attestation

I, ____________________________________________, declare under penalty of perjury under the laws of the state of Washington the following is true and correct:

- I am the person described and identified in this application.
- I have read RCW 18.130.170 and RCW 18.130.180 of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.
- I have read all laws and rules related to my profession.

I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local, or foreign government agencies.

I understand I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions that jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated __________________________ at __________________________
(mm/dd/yyyy) (City, state)

By: ____________________________________________
(Signature of applicant)
Dental Hygiene Expanded Functions
Education Information

Applicants interested in taking approved expanded function courses in preparation for Washington State Dental Hygiene License, may contact the schools listed below for courses and availability which may include local anesthetic, nitrous oxide/oxygen analgesia and restorative dentistry.

Pierce College  Contact Phone—253-964-6248
Fort Steilacoom Contact email—vm-dentalinstitute@pierce.ctc.edu
Lakewood, WA  www.pierce.ctc.edu
              Anesthetic, Nitrous Oxide and Restorative

Lake Washington Contact the Dental Hygiene Department: Beth Davis at 425-739-8386
Institute of or Monta Frost, Director at 425-739-8404
Technology Anesthetic and Nitrous Oxide
Kirkland, WA

Eastern Washington Contact Phone—509-828-1300
University Contact email—awetmore@ewu.edu
Cheney, WA  www.ewu.edu
              Restorative

Phoenix College Contact Nan Reif, Director, Center for Health Professions 602-285-7331
Phoenix, AZ  Anesthetic and Nitrous Oxide

Oregon Health & Contact Debbie Reaume, Continuing Education Program 503-494-8857
Science University Nitrous Oxide
Portland, OR

Portland Community Contact Stacy Bone 971-722-6629
College Contact email—stacy.bone@pcc.edu
Institute for Health www.pcc.edu/climb/health
Professionals Restorative
Portland, OR

HIV/AIDS Education Information

Dental Hygienists must complete seven hours of HIV/AIDS education prior to obtaining their license. Information on approved courses can be found on Department of Health Online Resources Page.
# Dental Hygiene Expanded Functions

## Education Verification Local Anesthesia Endorsement Form

Note: this form must be submitted directly from the Dental Hygiene program.

### Applicant Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

### To be completed by the dental hygiene program:

The student listed above has graduated or successfully demonstrated the following at

<table>
<thead>
<tr>
<th>Name of program</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

which is a dental hygiene program accredited or approved by the following:

- [ ] Expanded functions education program approved by the Secretary of the Department of Health.
- [ ] The American Dental Association Commission on Dental Accreditation for dental hygiene.
- [ ] The Commission on Dental Accreditation of Canada (CDAC) for dental hygiene.
- [ ] Other, please list: ____________________________________________________________________

Please note clinical competency means on live patients.

Did the student complete didactic and clinical competency in the administration of injections of local anesthetic, which includes infiltration: ASA, MSA, Nasopalatine, greater palatine. Block: Long buccal, mental, inferior alveolar, and PSA?

- [ ] Yes
- [ ] No

Program Director Name (Please print)

________________________

Signature of Program Director

________________________

Date

School Seal

DOH 645-163 September 2018
This exam application packet includes the application for the following exam:

- Washington State Dental Hygiene Drug and Law (WSJ)

This application packet provides information concerning the Washington State Dental Hygiene Drug and Law (WSJ) exam required for Dental Hygienist licensure in the state of Washington.

The WSJ Exam is administered by the Dental Assisting National Board, Inc. (DANB) under an agreement with the Washington State Department of Health (WSDOH). This exam consists of 20 items covering the Washington State Dental Hygiene Practice Act, Dental Regulations for the State of Washington and legend (Prescription) drugs.

Exams are administered in a computerized format at any of the national test centers contracted by DANB. Candidates are given 45 minutes to complete the 20-item exam. Pertinent sections of the act, regulations, and prescription drug references appear on the computer screen adjacent to each test question.

The following links to Washington state websites are included as reference points for candidates who wish to prepare for the Washington State Dental Hygiene Drug and Law exam: Dental Hygiene Law in the state of Washington: http://apps.leg.wa.gov/RCW/default.aspx?cite=18.29

Administrative Procedures and Requirements for credentialed health care providers in the state of Washington: http://apps.leg.wa.gov/wac/default.aspx?cite=246-12


Washington State Department of Health: http://www.doh.wa.gov/

### Testing Timeline

<table>
<thead>
<tr>
<th>Start</th>
<th>Submit exam application, documentation, fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 weeks</td>
<td>Exam application is processed (if the application is incomplete, DANB will attempt to contact you for missing information)</td>
</tr>
<tr>
<td>1-2 weeks</td>
<td>Test Admission Notice (with instructions to schedule your exam) is available in your online DANB account and mailed to your address on record</td>
</tr>
<tr>
<td>60-day testing window</td>
<td>Visit <a href="http://www.vue.com/danb">www.vue.com/danb</a> to schedule your exam appointment. Take exam and received preliminary exam result</td>
</tr>
<tr>
<td>2-3 weeks from exam date</td>
<td>Receive official exam result at test center*</td>
</tr>
</tbody>
</table>

*Each week, DANB submits official candidate results to the WSDOH on behalf of all candidates that tested.
Applying for an Exam

Submitting an Exam Application
Exam applications must be mailed or faxed to DANB. The candidate should read this packet to ensure a completed application is submitted with all required documents and fees.

Signing and dating the application is required. By signing and dating the application, the candidate affirms that the application and documentation are accurate and that the candidate agrees to abide by all applicable DANB policies described in this packet, including the Application Statements on page 6. The signature also allows DANB to release exam results to state regulatory agencies.

Payment Instructions
DANB accepts payment by check, money order or credit card (Visa, MasterCard, American Express or Discover). Check or money order payments must be payable to DANB in U.S. dollars, must be written in English, must include the candidate name and must be mailed with the exam application. The application is a contract to test, and the check or credit card authorization is the contract to pay.

Returned Checks
If a check is returned by the bank for any reason (including but not limited to nonsufficient funds, stop payment, closed account or refer to maker), DANB will notify the candidate and assess a $25 nonsufficient funds (NSF) fee to the account. The candidate will not be allowed to take the exam until a cashier’s check or money order for the full application and exam fee plus the $25 NSF fee has been received. If full payment has not been received within 30 days, the application will be null and void and the candidate’s account will remain on finance hold. The candidate must pay $100 (the $25 NSF fee and $75 nonrefundable processing fee) before DANB will remove the finance hold and process any exam application. No new business will be allowed for the candidate until the finance hold has been removed.

Incomplete Exam Applications
It is the responsibility of the candidate to ensure the application is complete. If an application is incomplete, a letter indicating the reasons for the incomplete application will be sent to the candidate and the payer (if different). A refund for the exam/certificate fee, minus any stated nonrefundable fees, will be sent within 30 days of notice of the incomplete application. Refunds will be made only to the payer. An exam application is considered incomplete for reasons including but not limited to:
- Missing information (e.g., candidate and/or payment information)
- Appropriate documentation is not enclosed
- No date or signature
- Insufficient payment

Duplicate Exam Application
If two applications are received for the same exam, completed applications will be processed, and duplicate payments will be returned, minus the $75 nonrefundable application fee, within 30 days, after the payment clears.

Group Testing
Groups of six or more candidates may request to take any DANB exam on the same day, at the same test center location. Download the Group Testing Form from www.danb.org for more information.

Candidates with Disabilities
DANB exams are designed to provide an equal opportunity for each candidate to demonstrate their knowledge-based competency. The exam will be administered to best ensure that it accurately reflects a candidate’s aptitude, achievement levels or other skills intended to be measured, rather than reflecting a candidate’s impaired sensory, manual or speaking skills except where those skills are factors the exam purports to measure.

DANB adheres to the provisions outlined in the Americans with Disabilities Act. In accordance with this act, DANB will make every reasonable effort to offer the exams in a manner that is accessible to people with documented disabilities. If auxiliary aids or alternative arrangements are required, DANB will attempt to make the necessary provisions, unless providing such would fundamentally alter the measurement of skills and knowledge the exam is intended to test, would result in undue burden, or would provide an unfair advantage to the disabled candidate.

The candidate must submit the Reasonable Accommodations Request forms (found on www.danb.org) and the required documentation, specifying exactly what aid or modification is requested by a physician or psychologist, with the exam application. DANB will only accept the forms found on www.danb.org. DANB reserves the right to authorize the use of auxiliary aids or modifications in such a way as to maintain the exam integrity and security. DANB exams are administered only in the English language. Modifications will not be approved for a candidate who requests accommodations because English is a second language.

DANB’s Nondiscrimination Policy
DANB does not discriminate in application, examination or certification activities on the basis of age, sex, gender identity, marital status, race, color, religion, national origin, sexual orientation or disability.
Retaking a Passed Exam
DANB certificants/candidates may take and pass DANB-administered exams only once unless directed to retake the exam by DANB staff in order to reinstate a certification(s) or to meet state regulatory agency requirements. Candidates from the state of New Mexico may take and pass the RHS exam no more than two (2) times in a 12-month period.

Any candidate who applies to take a DANB exam and has previously passed that exam will be in violation of this policy and will have the application denied and will be issued a refund minus the nonrefundable application fee.

Retaking a Fail Exam
If a candidate takes more than one component exam in a single sitting but does not pass all the component exams, the candidate only needs to reapply for and retake the failed component exam(s) with a new application, required documentation and fees. State laws may require additional education after failed attempts. There is no limit on how many times a candidate may retake a failed exam.

Scheduling a DANB Exam

Receiving the Test Admission Notice
Candidates will be sent a Test Admission Notice within three to four weeks of submitting a completed exam application. The Test Admission Notice may also be downloaded through the candidate’s online DANB account. The Test Admission Notice will include instructions to schedule the exam appointment.

Check the Test Admission Notice for any errors and report them to DANB immediately at 1-800-367-3262. For example:
- Exam type is incorrect
- Candidate’s name is spelled incorrectly
- The candidate’s ID reflects a different name (e.g., married, maiden, hyphenated, mother’s maiden name)

The name on the Test Admission Notice must match the candidate’s ID exactly.

The middle name does not need to be spelled out, but the initial must match (e.g., “M” on the ID and “Mary” on the Test Admission Notice is acceptable and vice versa).

The candidate will be turned away from testing if the name on the ID does not match the Test Admission Notice exactly and would need to reapply with a new exam application and pay the full exam fee.

The 60-Day Testing Window
The candidate must take the exam within the 60-day window listed on the Test Admission Notice.

Scheduling an Exam Appointment
The candidate should schedule the exam appointment as soon as he/she receives or downloads the Test Admission Notice. The Test Admission Notice includes instructions to schedule the exam appointment at a Pearson VUE location. To find the nearest test center, visit www.vue.com/danb.

Test centers may have limited availability; appointments are scheduled on a first-come, first-served basis. DANB cannot guarantee the availability of specific test center locations, dates or times; changes to test center locations and/or hours may occur without notice.

Exam Appointment Confirmation
After the exam appointment is scheduled, Pearson VUE will send an appointment confirmation by email (if the email address was provided) or by regular mail. Candidates should read all email and mail from Pearson VUE, as it will contain important information regarding the exam appointment. Contact Pearson VUE to request a duplicate appointment confirmation notice.

Rescheduling an Exam Appointment
To reschedule an exam appointment within the 60-day testing window, the candidate must contact Pearson VUE. The candidate may reschedule an exam appointment up to 24 hours before the scheduled exam start time at no additional fee. See the Test Admission Notice for Pearson VUE contact information.

Requesting a New Testing Window
If a candidate cannot schedule or reschedule an exam before the end of the 60-day testing window and would like to request a new testing window, the candidate must complete both steps below:

STEP 1: Cancel the exam appointment: If an exam appointment has been scheduled, the candidate must cancel the appointment with Pearson VUE at least 24 hours before the scheduled exam start time. An exam appointment can be canceled online by visiting Pearson VUE’s website, www.vue.com/danb, or by calling Pearson VUE’s toll-free hot line during normal business hours. Failure to cancel an exam appointment will result in forfeiture of the full application/exam fees, and the application is null and void.

STEP 2: Request a new 60-day testing window: Mail or fax the Request a New Testing Window form to DANB within 60 days (pay $60 nonrefundable fee) after the end of the original testing window. A candidate may request a new testing window only one time. After the first request for a new testing window, a current exam application with any required documentation and full fees must be submitted.
Requesting a New Testing Window Due to a Missed Exam Appointment
If the candidate arrives more than 15 minutes after an exam appointment start time, the candidate will be accommodated at the discretion of the test center administrator. If the administrator is unable to accommodate the candidate, or if the candidate does not take a scheduled exam because the candidate missed the appointment (for any reason except a valid emergency) or the candidate was denied entry, the candidate may reapply for the exam with a reduced fee using the Request a New Testing Window Due to a Missed Exam Appointment form within 60 days of the missed exam appointment (after 60 days, the candidate must reapply for the exam with a new application, any required documentation and the full fee). DANB will mail the form to eligible candidates. If another appointment is missed (for any reason except a valid emergency) or the exam is not taken within the new testing window, a current exam application with full fee must be submitted; a candidate may request a new testing window due to a missed exam appointment one time.

Requesting a New Testing Window Due to an Emergency
If an exam appointment is missed due to a personal emergency, the candidate must submit a Request to Receive a New Testing Window Due to an Emergency form explaining the emergency, and include supporting documentation. The request must be submitted within 60 days of the scheduled exam date. Download the form at www.danb.org. Call 1-800-367-3262 with any questions about what constitutes an emergency and appropriate supporting documentation. Approved requests will receive a new 60-day testing window at no additional fee.

Canceling an Exam
If a candidate has submitted an application for an exam and wishes to cancel (not reschedule), the candidate forfeits full application/exam fees and the application is null and void. No refunds are given for canceled exams due to the fact that DANB’s nonrefundable application fee of $75 and cancellation fee of $40 are nearly equal to the Washington Dental Hygiene Law Exam fee of $135.

When Pearson VUE Cancels an Exam Appointment
In the event of weather or other emergency, Pearson VUE will attempt to notify candidates by phone of an exam appointment cancellation and will reschedule at no additional fee.

Taking a DANB Exam

What to Bring to the Test Center
Candidates are required to bring one form of acceptable ID to the test center. To be accepted, the candidate’s ID must be:
- Currently valid, non-expired
- Government-issued
- Photo-bearing
- Signature-bearing
- In roman characters
- The same exact name as listed on the Test Admission Notice

Test centers may use an electronic fingerprinting, palm vein and/or photographic security system for identification purposes only. Test centers may use a video/audio recording system to enhance exam security. The candidate must not bring any reference materials or notes into any test center area. A locker will be provided at the test center to store any personal items. The candidate will be provided with an erasable noteboard and marker to use during the exam. No visitors or unauthorized individuals will be permitted in any test center area or building during testing sessions.

Test Center Environment
The candidate will receive a tutorial before the exam to help the candidate feel comfortable with the computerized format and how to navigate the exam. The tutorial is not a practice test. The candidate will be given 5 minutes to complete the tutorial, which will not count against the time to take the exam.

There are no breaks during the exam. Candidates may be excused to visit the restroom, one at a time. Candidates are not allowed to leave the building during test time. During the absence, the exam time clock will continue to run. No additional time will be provided.

Candidate Behavior Before, During and After an Exam Appointment
The behavior of each candidate taking the exam will be monitored. Improper behavior is not acceptable before, during or after an exam appointment. DANB seeks to ensure a fair and equitable testing experience for all individuals and to ensure the security and reliability of the process. DANB’s Disciplinary Policy & Procedures form, which is available at www.danb.org, contains examples of improper behavior.
Exam Security
The exam is confidential. Any individual who removes or attempts to remove testing-related materials from the test center, or who attempts to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of DANB, will be subject to legal action. Any candidate or certificant who engages in improper behavior also will be subject to disciplinary action by DANB, which may include denial or revocation of certification or recertification. The test center administrator will notify DANB of anyone who talks during the exam, gives or receives assistance, or otherwise engages or appears to engage in dishonest or improper behavior before, during or after the exam. Those candidates may be required to cease taking the exam and leave the test center.

After reviewing a reported incident, DANB will determine whether there is reason to believe that a candidate has engaged in cheating or other improper behavior, or has otherwise violated the security of the exam. DANB may, at its discretion, pursuant to the procedures set forth in DANB’s Disciplinary Policy & Procedures, take disciplinary actions, including but not limited to the following:

- Order the candidate to retake the exam at a time and place to be determined by DANB Invalidate or refuse to release the exam results of the candidate
- Deny the candidate’s current application for certification
- Require the candidate to wait a specified period of time before reapplying to take the exam
- Revoke the candidate’s eligibility to sit for future exams
- Take a combination of any of the above actions or other action that DANB may deem appropriate.

If a test center administrator allows a candidate to take an exam that the candidate is not registered for, those exam results will not be valid.

After the Exam

Name Changes
To change the name on record, a candidate must submit a Name Change Request form and required documentation. The form is available at www.danb.org.

Address/Phone Changes
To notify DANB of address or phone number changes, the candidate may log in to their account at www.danb.org to update the information or email danbmail@danb.org or call 1-800-367-3262.

DANB Communications
All communications sent to and from DANB are DANB’s property. DANB cannot guarantee that communications will remain confidential; clients have no expectation of privacy with respect to items sent or received. DANB may disclose communications as necessary to comply with legal processes. DANB responds to phone and email messages within two business days.

Hand Scoring
DANB will hand score an exam on request. The candidate must submit a Request for Hand Scoring of Exam Results form and a $75 hand scoring fee to DANB within 30 days after the official score date printed on the exam results received. Hand scoring results are completed within 30 days of a request. If the pass/fail status is reversed as a result of the hand scoring, the $75 fee will be refunded.

Official Exam Results
WSJ candidates will receive an official exam result upon leaving the test center. The official exam results received at the test center should be retained for the candidate’s records. Each week, DANB will submit official candidate results to the WSDOH on behalf of the candidate. The candidate will not be required to submit WSJ exam results to the WSDOH.

Release of Exam Results
Exam pass/fail results will not be released to employers or any individuals other than the candidate, except on written request of the candidate. DANB releases exam results or certification verifications to some state regulatory agencies.

Verification of Certificates and Certification
DANB will verify DANB certification and DANB exam pass/fail status and the effective date(s) of certification over the phone to anyone on request, since these items are matter of public record and may be disclosed. DANB will not verify passing status of state exams over the phone, but will verify if a candidate has earned a state certificate or license issued by DANB on behalf of a state board of dentistry. A Candidate/ Certificant Request for Credential Verification form is available at www.danb.org. Only a candidate/certificant or employer may request written verification. DANB offers verification on its website. See the Application Statements for more details.

Appealing a Decision
To appeal a DANB decision regarding eligibility, administrative or exam content issues, a candidate may submit a Request for Reconsideration form and a $50 appeal fee to DANB’s Executive Director within 30 calendar days of the date on the DANB correspondence that prompts the candidate to appeal (e.g., date on the letter indicating the candidate’s application was incomplete, date on candidate’s exam results). A copy of the policy and form governing reconsideration is available at www.danb.org or by contacting DANB at 1-800-367-3262.
Please read the following Application Statements carefully. These statements apply to all DANB state exams. Candidate’s signature on the application indicates understanding and agreement to be legally bound by these statements.

1. I hereby apply to the Dental Assisting National Board, Inc. (DANB) for examination and certification by DANB and issuance of my exam results to the Washington State Department of Health (WSDOH), in accordance with and subject to the procedures and regulations of DANB and the WSDOH. Under penalty of perjury, I declare that the information provided on my application is true. I have read and agree to the requirements and conditions set forth in the DANB application packet covering eligibility for and administration of certification exams, the certification process, and DANB policies, including but not limited to the DANB Code of Professional Conduct. I agree to disqualification from the exam, to denial of certification, and to forfeiture and return to DANB of any certificate granted me by the WSDOH based on DANB exam results, in the event that any of the answers or statements made by me in this application are false, or in the event that I violate any DANB rules or regulations. I authorize DANB to make whatever inquiries and investigations it deems necessary to verify my credentials or professional standing.

2. I hereby release DANB, its directors, officers, examiners and agents from any and all liability arising out of or in connection with any action or omission by any of them in connection with this application, the certification process, any exam given by DANB, any scoring relating thereto, the failure to issue me a certificate, or any demand for forfeiture or return of such certificate, and I agree to indemnify DANB and said persons and hold them harmless from any lawsuit, complaint, claim, loss, damage, cost or expense, including attorneys’ fees, arising out of or in connection with said certification activities. I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR A NATIONAL CERTIFICATION OR CERTIFICATE OF KNOWLEDGE-BASED COMPETENCE RESTS SOLELY AND EXCLUSIVELY WITH DANB AND THAT THE DECISION OF DANB IS FINAL. Notwithstanding the above, I further agree that any such action shall be governed by and construed under the laws of the State of Illinois without regard to conflicts of law. I further agree that any such action shall be brought in the Circuit Court of Cook County in the State of Illinois, or the United States District Court for the Northern District of Illinois; I consent to the jurisdiction of such state and federal courts; and I agree that the venue of such courts is proper. I further agree that should I fail to prevail in any such action, DANB shall be entitled to all costs, including reasonable attorneys’ fees, incurred in connection with the litigation.

3. I understand that except as provided below, this application and any information or material received or generated by DANB in connection with this application or the exam process will be kept confidential and will not be released unless I have authorized such release or the release is required by law. I understand that DANB will verify receipt of any DANB exam application and the date received, on request. I further understand and agree that DANB may also provide verification to anyone by phone, by mail or on DANB’s website regarding whether I hold any DANB certifications, any DANB certificates of knowledge-based competence, and any state-specific certificates administered by DANB on behalf of a state regulatory body. Phone and mail verification will be provided to anyone upon request and will consist of oral or written confirmation of whether I hold any of the DANB-administered credentials listed above and the effective dates for each credential. Online verification through DANB’s website may consist of online display of my name, the DANB-administered credentials I hold and dates earned, current DANB certification status, and my city and state of residence. My full address will not be posted online by DANB. I further understand and agree that DANB may, from time to time, provide my name, address and phone number to third parties (including but not limited to official DANB affiliates, potential employers; dental conference sponsors; federal, national or state organizations; or legislative committees or task forces proposing or informing stakeholders of legislation). I further understand that this consent will remain in effect unless and until I submit a written request to have this information omitted from release. I understand that if I do not want DANB to display my city and state of residence as part of the online verification process, then I must submit a written request for omission of this information to the following address: DANB Communications Department, 444 N. Michigan Ave., Suite 900, Chicago, IL 60611. I understand that my name, credentials held [issued by DANB as described above] and current DANB certification status will be displayed for everyone; opting out of display of information is only possible for an individual’s city and state.)

4. I understand that by providing my email address on the application form, I am consenting to receive email messages from DANB and its official affiliates related to their products and services or news affecting the dental assisting profession. I understand that DANB agrees not to provide my email address to any other third party without my consent, and that I can request removal from DANB’s email distribution list by following the directions contained in the Privacy Policy section of DANB’s Terms and Conditions of Use of DANB.org, located at www.danb.org.

5. I authorize DANB to release my exam results to state regulatory agencies. Individuals cannot opt out of DANB release of exam results to state regulatory agencies. I also authorize DANB to use information from my application and exam(s) for statistical analysis, providing that any personal identification is deleted.

6. I understand that I can be disqualified from taking or continuing to sit for an exam, from receiving exam results and from obtaining certification if DANB determines through proctor observation, statistical analysis or any other means that I was engaged in collaborative, disruptive or other unacceptable behavior during the administration of or following the exam.

7. I understand that the content of all DANB exams is proprietary and strictly confidential information. I hereby agree that I will not disclose, either directly or indirectly, any question or any part of any question from the exam to any person or entity. I understand that the unauthorized receipt, retention, possession, copying or disclosure of any DANB exam materials, including but not limited to the content of any exam question, before, during or after the exam may subject me to legal action. Such legal action may result in monetary damages and/or disciplinary action including rescinding exam results and denying or revoking certification.

8. I understand that for each application submitted, DANB will process the appropriate payment. If I fail to show up for an exam for which I have applied, and there is no documented DANB-accepted emergency, and I failed to comply with DANB cancellation policies, I am still obligated to pay the full exam fee. I further understand that taking the exam and then revoking payment constitutes the wrongful use of DANB products and services and I may be subjected to legal action. I am obligated to pay for the exam whether I pass or fail. I agree not to dispute the exam fee. Exam results will be rescinded if the exam fee is not paid in full.
2018 WSJ Exam Application

This application will be accepted through Dec. 31, 2018.

1. Candidate must sign, date and submit all required documentation and fees to DANB. Incomplete applications will be denied and a refund minus the $75 nonrefundable processing fee will be issued.

2. Mail or fax completed application and supporting documentation to DANB. Full payment is required at the time of application.

Section A: Signature and Date (Please sign and date with a pen.)

I hereby affirm that my answers to all questions are true and correct. I have met all eligibility requirements, and I will comply with all DANB policies and procedures. I further affirm that I have read and understood the Application Statements contained in this packet, and I intend to be legally bound by them. I understand that the application fee is not refundable under any circumstances. I hereby apply in accordance with the rules and regulations governing the exam; and I herewith enclose the fee. I hereby agree that prior or subsequent to examination, the WSDOH or DANB may investigate my eligibility and may refuse to issue the exam results and such refusal may not and shall not be questioned by me in any court of law or equity or other tribunal, nor shall I have any claim in the event of such refusal to a return of the fee accompanying the application.

Signature ___________________________ Date ___________________________

Section B: Candidate Information (Please type or print with a pen.)

Last Four SSN _______ _______ _______ _______ Date of Birth _______/_______/_______

Name (must match current ID exactly):

Last ____________ First ____________ Middle Name/Initial ____________

Prior Name (if applicable) ____________________________ Email ____________________________

Home Address ____________________________ City ____________ State ____________ Zip ____________

Phone Numbers:
Office ____________________________ Home ____________________________ Cell ____________________________

Section C: Work Experience Information

I work in a:  ☐ general dental office ☐ specialty dental practice ☐ other (please specify) ____________________________

Section D: Payment (Please type or print with a pen.)

Candidate’s Name ____________________________

☐ Check/Money Order payable to DANB (must include candidate’s name and be in U.S. dollars)

☐ Credit Card Authorization (VISA, MasterCard, Discover & American Express accepted): Amount $135.00

Credit Card Number ____________________________ CVV _______ Expiration M M Y Y

Cardholder’s Name ____________________________

Cardholder’s Billing Address ____________________________ City ____________________________

State _______ Zip _______ _______ Daytime Phone Number ____________________________

Cardholder’s Signature ____________________________

By signing, the cardholder acknowledges intent to register for the aforementioned DANB exam in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder’s agreement with the issuer. Furthermore, the cardholder understands that the signature obtained at the exam administration shall be used to indicate receipt of purchase. A candidate who fails to show up for the exam for which he/she registered and has not canceled the exam as described in this packet is still required to pay for the exam. (See the Application Statements for further requirements.)

Mail: DANB ● 444 N. Michigan Ave., Suite 900 Chicago, Il 60611

Questions? 1-800-367-3262 or www.danb.org

Fax: 1-312-642-8507

Do not submit twice or you will be charged twice
Application Checklist

Have you:

- Read the instructions and information in this application packet?
- Read and agreed to be bound by Washington and DANB rules, regulations, policies and procedures as noted in this application packet? (See Application Statements, p. 7)
- Filled out the exam application in its entirety?
- Signed and dated the exam application?
- Enclosed the application and exam fee or provided credit card information?
- Enclosed the Reasonable Accommodations Request forms, if needed? Note: These forms can be found at www.danb.org.
- Made a copy of your entire application packet for your records?
- Addressed your envelope OR prepared your information to be faxed?

Mail to:
Dental Assisting National Board, Inc. (DANB)
444 N. Michigan Ave., Suite 900
Chicago, IL 60611

Fax credit card payments only to:
DANB
1-312-642-8507

If you have not:
- completed the application in full,
- enclosed, signed and dated your application, and
- provided payment (check, money order, cashier’s check) or payment information (credit card)

your application will be considered incomplete and will not be processed.

Incomplete applications will be denied and a refund minus the $75 nonrefundable application fee will be issued.
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RCW/WAC and Online Website Links

**RCW/WAC Links**

Uniform Disciplinary Act, RCW 18.130  
Administrative Procedure Act, RCW 34.05  
Administrative Procedures and Requirements, WAC 246-12  
Dental Hygienist Laws, RCW 18.29  
Dental Hygienist Rules, WAC 246-815  
Dentistry Laws, RCW 18.32

**On-Line**

AIDS Training Resources, Reference Page  
Dental Hygiene Examining Committee Web page