Dental Hygiene Limited License First Time Renewal 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
You should complete this application to obtain a renewable limited dental hygiene license. To qualify for licensure you must meet the following requirements:

- You have been issued an initial limited license.
- Provide verification of successful completion of an approved dental hygiene patient evaluation/prophylaxis clinical dental hygiene examination.
- Provide verification of successful completion of an approved local anesthesia examination.
- Provide verification of didactic and clinical competency in the administration of nitrous oxide analgesia.

All verification documentation must be received directly from the testing agency or educational institution. If the verification is not available electronically from the testing agency, the department will require you to request the scores from the examination company.

If the department has already received any of the required documentation with your initial limited dental hygiene license, you do not need to resubmit them.

Note: It is recommended that you submit the renewable limited license 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 correct forms required.

☐ **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 your 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 about 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. Other License, Certification, or Registration. List all states, including Washington, where credentials are or were held. Attach additional completed pages if you need more space. 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.

☐ 3. Professional Experience. In date order, most recent to later, list all your professional work experience since your Washington State credential expired. Attach additional pages if you need more space.

☐ 4. AIDS Education and Training Attestation. Required by WAC 246-12-040. If AIDS education was included in your professional education or training, an additional course is not required.


☐ 7. Applicant’s Attestation. Required to be both signed and dated in order to process the application.
First Time Renewal License Requirements

The initial limited dental hygiene license is valid for 18 months. The limited license can be renewed, but the restorative endorsement can not. It is recommended that you submit your renewal application and supporting documentation at least 30 days before your initial limited license expires.

In order to renew for the first time there are documents that you must submit.

Please note: If the department has already received any of the following documents for your initial limited dental hygiene license, you do not need to resubmit them.

Submit the following:

☐ Verification of successful completion of an approved dental hygiene patient evaluation/prophylaxis (clinical hygiene) exam.

We only accept the following exams:

- Western Regional Examining Board (WREB) Dental Hygiene Examination if passed after May 8, 1992.
- Central Regional Dental Testing Service (CRDTS) Dental Hygiene Examination if passed after November 1, 2001.
- Commission on Dental Competency Assessments (CDCA) (formally NERB) Dental Hygiene Examination if passed between January 1, 2000 and August 21, 2009, or if passed after March 16, 2018.

☐ Verification of successful completion of an approved local anesthesia exam.

We only accept the following exams:

- WREB Restorative Examination if passed after May 8, 1992.
- CRDTS Anesthesia Examination if passed after October 13, 2017.
- CRDTS Restorative examination if passed after March 7, 2016.

☐ Verification of successful course completion of didactic and clinical competency in the administration of nitrous oxide analgesia and local anesthesia.

Submit the applicable dental hygiene expanded function education verification form. The form is for either your dental hygiene ADA accredited program or the secretary approved courses. We do accept a combination of verifications.
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.

Other Information

Criminal history checks are conducted for all license applicants. If your renewal application is incomplete, you will be mailed a letter regarding the deficiencies.

- The renewal 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 license will expire on your birthday unless the license 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.
Dental Hygiene Limited Licensed First Time Renewal

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

- [ ] Limited License First Time Renewal
- [ ] Initial Limited License Number ___________________________

Select if the following applies:
- [ ] Yes
- [ ] No

If yes, list name(s):

1. Demographic Information

<table>
<thead>
<tr>
<th>Social Security Number (SSN)</th>
<th>National Provider Identifier Number (NPI)</th>
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<tbody>
<tr>
<td>(If you do not have a SSN, see instructions)</td>
<td>(Enter 10 digit number)</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
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Birth date (mm/dd/yyyy)

Address

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

Country

Phone (enter 10 digit #)

Fax (enter 10 digit #)

Cell (enter 10 digit #)

Email address

Mailing address if different from above address of record

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

Country

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. Other License, Certification, or Registration

<table>
<thead>
<tr>
<th>State/Jurisdiction</th>
<th>Profession</th>
<th>Credential Type</th>
<th>Number</th>
<th>Year Issued</th>
<th>Method of Credentialing</th>
<th>Currently In Force</th>
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<td>Yes</td>
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3. Professional Experience

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<th>Type of experience of practice and location</th>
<th>Start (mm/yyyy)</th>
<th>End (mm/yyyy)</th>
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4. AIDS Education and Training Attestation

I certify I have completed the minimum of four 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 should 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.

5. Disciplinary Action Attestation

I certify no action has been taken by any state or federal jurisdiction or hospital, which would prevent or restrict my right to practice my profession.

I further certify I have not voluntarily given up any credential or privilege or have not been restricted in the practice of my profession in lieu of or to avoid formal action.

6. Continuing Education/Continuing Competency Attestation (If Applicable)

I hereby certify that I have met all continuing education (CE) and competency requirements which I will document upon request.

Number of CE hours __________
7. 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)
(This page intentionally left blank.)
**Dental Hygiene Expanded Functions**  
**Education Verification Local Anesthesia Endorsement Form**

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

### Applicant Information:

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<tr>
<th>Name First</th>
<th>Middle</th>
<th>Last</th>
<th>Date of Birth</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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### To be completed by the dental hygiene program:

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

[ ] ____________________________________________________________________ on ________________ (mm/dd/yyyy) ____________________________________________________________________

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

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Program Director Name (Please print)  

__________________________________________

Signature of Program Director  

__________________________________________

Date  

__________________________________________

DOH 645-163 September 2018
The student listed above has graduated or successfully demonstrated the following at ______________________________________________________ on ________________________________
which is a dental hygiene program accredited or approved by the following:
\[ F \text{ Expanded functions education program approved by the Secretary of the Department of Health.} \]
\[ F \text{ The American Dental Association Commission on Dental Accreditation for dental hygiene.} \]
\[ F \text{ The Commission on Dental Accreditation of Canada (CDAC) for dental hygiene.} \]
\[ F \text{ Other, please list: ____________________________________________________________} \]

Did the student complete didactic and clinical competency in the administration of nitrous oxide analgesia?
\[ \square \text{Yes} \quad \square \text{No} \]

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

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### Applicant Information:

<table>
<thead>
<tr>
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</tbody>
</table>

Address

City | State | Zip Code
---|-------|-------

To be completed by the dental hygiene program:

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

____________________________________________________ on ________________________________ (mm/dd/yyyy)

Name of program

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

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

Please note clinical competency means on live patients.

Did the student complete didactic and clinical competency in the administration of nitrous oxide analgesia?

\[ \square \text{Yes} \quad \square \text{No} \]

Program Director or Instructor Name (Please print)

Signature of Program Director or Instructor

Date

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DOH 645-164 September 2018
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*