



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Dentistry

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llr.sc.gov/bod

Dental Resident Limited License Requirements and Application Process Overview

Before calling in to the Board Office - You may check your application status online at:

<https://www.llr.sc.gov/bod/>

In response to the complications of COVID-19, the Board has temporarily developed the limited license for recent dental graduates unable to take the required clinical exams required for regular licensure.

The Dental Resident Limited License allows a resident to practice dentistry:

- Only in the sponsoring hospital named on the license; and
- Only under the direction of the licensed attending dentist employed by the sponsoring hospital or institution; and
- Residency program must be CODA approved; and
- License is valid for one year. Residence holding the license may apply to continue the limited licensure if just cause is shown for inability to take and pass the clinical exam.

Licensure Requirements:

A person is qualified to receive a certificate of resident limited licensure if the following requirements are met:

1. You must have graduated from an American Dental Association (ADA) Commission on Dental Accreditation (CODA) approved dental program.
2. You must have successfully passed the National Board Examination.
3. You must provide documentation of CODA approved residency in a South Carolina hospital beginning in 2020.
4. Applicants that have disciplinary action or malpractice case(s), pending or closed, will be considered for licensure on a case-by-case basis. For each case, the applicant should submit:
 - Copy of the formal complaint pleading(s);
 - Copy of the final action, disposition or settlement;
 - A personal explanation of the disciplinary action or malpractice claim; and
 - Any additional information requested by the Board.
5. You must be currently certified in CPR.
6. You must have a good moral character.
7. You must successfully pass the SC Jurisprudence Examination.
8. You must agree to appear for a personal interview if requested by the Board.

Application Process:

Your application is good for thirty (30) days from the date of receipt. If all required information is not received within this thirty (30) day period; you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
 - **Application Fee:** \$300 application fee must be submitted in order to transmit the application. (Fees are non-refundable and non-transferable) *A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*
 - **Identification:**
 - Copy of your valid Driver's License, State Issued ID, Passport
 - Copy of Social Security Card
 - **CPR Certification:** certificate course has been taken within two years of application.
 - **Photo:** A 2”x 2” Passport Photo taken within the last 6 months
 - **Notarized Verification of Lawful Presence**
 - **Letter(s) of Reference:** (Regulation: 39-1 B. 1.) Original letters of recommendation completed by licensed dentists. *If submitting for initial licensure with the Board, one (1) letter of reference is required. If applicant is currently licensed in another state/jurisdiction, three (3) letters of reference are required.*
 - Criteria of letters:**
 - Must be on dentist's letterhead
 - Must attest to your good moral character.
 - Indicate how long they have known you and in what capacity.
 - Outline characteristics they believe qualify your for licensure in SC.
 - **Documentation of Residency:** You must submit documentation of CODA approved residency at a South Carolina hospital or dental institution. Licensees will be limited to the practice of dentistry at the specific hospital or institution, under the direction of the attending dentist employed by the facility.
 - **National Practitioner Data Bank Report:** You must request a report (self-query) from the National Practitioner Data Bank. Contact the NPDB at: www.npdb-hipdb.com or 1-800-767-6732. You may submit this report with your application,
 - **DEA Verification:** If you are registered with the federal and state Drug Enforcement Administration to prescribe controlled substances, you must submit verification of registration status.
 - **Legal documentation of name change** (marriage certificate, divorce decree, etc.)
 - **Personal History Questions:** You will need to attach a written explanation for any “Yes” answers in the Personal History Information section on a separate sheet of paper. Additional information may be requested by the Board Office or a Board appearance may be necessary.

2. **Documents to be sent directly to the Board from issuing agency/institution**
 - **Education Verification:** Contact your Dental School Registrar's Office and have an official transcript, with the seal and Registrar's signature, mailed directly to our office.
 - **License Verifications:** Contact each state board you are currently or have previously been licensed with and have the license verification mailed directly to the Board office at the above address. We do accept State Issued License Verification forms.
 - **National Board Examination Scores:** You must request your National Board Scores from the ADA to be mailed directly to the Board office.
https://dts.ada.org/login/login_ADA.aspx

3. **Jurisprudence Examination:** Once our office receives your application and fee, you will be e-mailed instructions with a UserId to take the exam online. A score of 70 or higher is considered a passing score. Do not send in your certificate of passing, the Board is automatically notified.

To prepare for the Jurisprudence exam, you should review the Dental Laws and Regulations located on the website at <https://www.llr.sc.gov/bod/laws.aspx>.

Passing of the Clinical Exam:

A Resident holding a Dental Resident Limited License who has taken and passed the required clinical exam for licensure will be automatically transferred to permanent licensure upon Board office receipt of the clinical examination scores. There is no additional fee for the transition of licensure.

Once you have successfully completed a clinical licensing examination in general dentistry conducted by a regional or state testing agency, you must request verification be sent directly to the Board office. The Board accepts CRDTS, ADEX and SRTA approved clinical examinations.