



South Carolina Department of Labor, Licensing and Regulation

## South Carolina Board of Dentistry

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llr.sc.gov/bod

### Dental Licensure by Examination 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/>

#### **Licensure Requirements:**

A person is qualified to receive a certificate of licensure by examination 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 have successfully passed a clinical examination acceptable to the Board for licensure. The Board accepts CRDTS, ADEX and SRTA approved clinical examinations. The Board does not accept state clinical examinations nor the WREB clinical examination.
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 one (1) year from the date of receipt. If all required information is not received within this one (1) year 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.
- **Notarized Verification of Lawful Presence**
- **Letter(s) of Reference**: (Regulation: 39-1 B. 1.) Original letters of recommendation completed by licensed dentists. Letters must be signed and dated within the last six (6) months preceding the application date. *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.
- **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](http://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 sent directly to the Board office. Transcripts may be email to [contact.dentistry@llr.sc.gov](mailto:contact.dentistry@llr.sc.gov) or mailed to the Board office.
- **License Verifications**: Contact each state board you are currently or have previously been licensed with and have the license verification sent directly to the Board office via email or mail. We do accept State Issued License Verification forms.
- **National Board Examination Scores**: You must request your National Board Scores from the ADA to be sent directly to the Board office.  
[https://dts.ada.org/login/login\\_\\_ADA.aspx](https://dts.ada.org/login/login__ADA.aspx)
- **Clinical Examination Scores**: You must request verification that you have successfully completed a clinical licensing examination in general dentistry conducted by a Board approved testing agency. The Board accepts CRDTS, ADEX and SRTA approved clinical examinations. The Board does not accept state clinical examinations nor the WREB clinical examination.

3. **Jurisprudence Examination:** Once the completed application is approved, 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>.