



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Dentistry

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llr.sc.gov/bod

DENTAL HYGIENIST LICENSURE 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 for dental hygiene if the following requirements are met:

1. You must have graduated from a dental hygiene institution approved by the American Dental Association (ADA) Commission on Dental Accreditation (CODA) and Auxiliary Education Programs.
2. You must have successfully passed the National Board Examination.
3. You must have successfully passed a state or regional 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:** \$150 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 or dental hygienist. At least one letter must be from a dentist. Letters must be dated within six (6) months of the date of application and must be signed.

Criteria of letters:

- Must be on signatory'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 or 1-800-767-6732. You may submit this report with your application,
- **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 Hygiene School Registrar's Office and have an official transcript, with the seal and Registrar's signature, sent 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
- **Clinical Examination Scores:** You must request verification that you have successfully completed a state or regional clinical licensing examination in dental hygiene.

3. Jurisprudence Examination: Once our office receives your application and fee, you will be emailed instructions with a UserId to take the exam. 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>.