

## DENTIST AND LIMITED LICENSE RENEWAL INSTRUCTION SHEET

Online renewal is now available to **DENTAL LICENSEES** (Active, Inactive, Retired or Disabled license statuses).

**LIMITED DENTAL AND LIMITED DENTAL HYGIENE LICENSEES** must complete and submit the paper renewal application. Paper renewal applications may be downloaded from the Board's website.

*Limited licenses for supervision of live-patient continuing education courses renew on the annual anniversary date of the original license issue date and are specifically excluded from this renewal process.*



### **PAPER RENEWALS ARE DUE:**

BY 11:59 PM **WEDNESDAY, JUNE 30, 2021**

To be deemed received on time, the paper form must be complete, all questions answered correctly (no deficient or conflicting information), supporting documentation submitted if applicable, fees paid, signature affixed and physically received in the Board office. Postmarked date is not accepted for physical receipt.

### **ONLINE RENEWALS ARE DUE:**

BY 11:59 PM **WEDNESDAY, JUNE 30, 2021**

To be deemed received on time, the online renewal process must be complete with a confirmation email received.

**Pursuant to statute, NO TIME EXTENSIONS ARE GIVEN for late, incorrect or incomplete filings.**

**THERE ARE NO EXCEPTIONS.**

Failure to renew your license by the deadline will result in the automatic suspension of your license pursuant to NRS 631.330. The fee to reinstate a suspended license is **\$300.00** in addition to accumulated license renewal fees.

### **RENEWAL FEES**

Current license renewal fees are listed below

**Dentist/Specialist Active Renewal Fee: \$600.00 biennial**

**Dentist/Specialist Inactive Renewal Fee: \$200.00 biennial**

**Dentist/Specialist Retired or Disabled Renewal Fee \$50.00 biennial**

**Limited Dental or Limited Dental Hygiene License Fee: \$200.00 annual**

Payment **MUST BE** remitted at the time of renewal. For **ONLINE RENEWALS**, fees will automatically append to your account upon the selection of the desired status type. The credit cards accepted for payment are Discover, MasterCard and Visa. For **PAPER RENEWALS** the credit card payment form is attached to the paper renewal.

### **PAPER RENEWALS**

Access the Board's website ([www.dental.nv.gov](http://www.dental.nv.gov)). On the home page, under 'Important Links', click the link for '2021 Dental License Renewal'. Once that page populates, you may select the paper renewal form for the license status you desire. Refer to the additional instructions below, beginning with the section 'LICENSE STATUS'. ALL sections of the renewal form (digital and paper) must be completed, regardless of your license status.

### **ONLINE RENEWALS**

#### **LOGIN INSTRUCTIONS**

When accessing the Board's website ([www.dental.nv.gov](http://www.dental.nv.gov)), select '2021 Dental License Renewal'. On the screen titled '2021 Dental License Renewal', click on the link titled 'Click here to access the online renewal portal'. The system will direct you to the renewal portal log-in screen. If you have completed a past renewal online, you will need to have access to your username and password you used previously. Enter your username (email) and password to log-in to your account.

If this is your first online renewal, you will need to create an account or 'register'. On the log-in screen, click the link that reads 'click here to register'. The register screen will request the following information: first name, last name, date of birth; last four digits of your social security number and your email address. Once that information is entered and your account is created, you will receive a temporary password via email. Return to the log-in screen in the portal and enter your username (the same email you used to register) and temporary password that was just emailed to you. Once you are logged in, the system will prompt you to change/update the temporary password (that was just emailed to you). The system will ask for your 'old password' which is the temporary

password you just received. The system will then ask you for your new password which you will create/enter. Once the system confirms your password has been changed, you will then need to return to the log-in screen and log-in to the system using your email and the password you just created. Please retain your created password in a secured area.

## **LICENSE STATUS**

### **ACTIVE STATUS**

If you are renewing in an **active status** beginning July 1, 2021, you are required to complete ALL SECTIONS of the renewal form including, Nevada Business License, CPR Certification, Military Service, Continuing Education, Dental Auxiliaries (all dentists, specialists and limited licensed dentists) and Affidavit. Refer to the individual sections below for an explanation of your answer options. The Anesthesia Permit and Site Permit sections are only required if you currently have an applicable permit on file with the Board office.

### **INACTIVE, RETIRED OR DISABLED STATUS**

If you are renewing in an **inactive or retired or disabled status** beginning July 1, 2021, you are required to complete ALL SECTIONS of the renewal form including, Nevada Business License, Military Service and Affidavit. Refer to the individual sections below for an explanation of your answer options.

### **STATUS CHANGE**

If you hold an **ACTIVE** license for the period of July 1, 2019 through June 30, 2021 and wish to change your licensure status to **INACTIVE, RETIRED or DISABLED** you may proceed with your renewal through the **ONLINE RENEWAL PORTAL**. Please make the appropriate change when selecting the "status type". However, if you hold a license in inactive, retired or disabled status and wish to change your status to **ACTIVE**, you may not change your licensure status through the renewal process. You will need to renew at the current status (inactive, retired or disabled) and file a separate paper application for the reactivation of your license. The reactivation application may be downloaded from the Board's website at [www.dental.nv.gov](http://www.dental.nv.gov).

If you are changing your license status to inactive, retired or disabled but hold an active license for the period of July 1, 2019 through June 30, 2021, you must comply with the CE requirement and retain your certificates for 3 years. Continuing education hours are not required once your license status has renewed (changed) to inactive, retired or disabled status (effective July 1<sup>st</sup>), but are required during the period you held the active license. Please contact the Board office if you have questions regarding this statutory requirement.

## **ADDRESS SECTIONS**

### **HOME AND OFFICE ADDRESSES**

You are required to update your current addresses pursuant to NAC 631.150. Your current home address is pre-populated. Changes that need to be made (new address, phone number, etc.) may be updated directly over the incorrect information. The system will save the updated information at the time the renewal is processed. Your current office addresses will appear in a table. Should any additions (i.e.-office name, office telephone, etc.) be needed, you must click the pencil icon to edit the information. Should an address no longer be current for you (i.e.-office is now a previous employer), you must click the trashcan icon to delete the information from your renewal. If you need to add a practice location, click the 'Add Office Address' button. Whether you have one (1) or multiple practice locations, the system will require you to select one (1) of the locations as a **PRIMARY** office address (check box). Once all addresses are correct/current, the system will require you to select whether you want your residence address or primary office address as your correspondence (mailing) address (check box). The Board no longer maintains mailing addresses on file.

## **NEVADA BUSINESS LICENSE**

This section **MUST BE COMPLETED**, regardless of whether or not you hold a Nevada business license. The Nevada State Controller's Office requires the Nevada State Board of Dental Examiners to collect and report business license information. Select the applicable answer to your situation. If you hold a Nevada business license, you are required to submit the business license number, the business name and address assigned to that specific business license. The business license number is NOT your dental license number. It is the business license number assigned to you by the Secretary of State.

## **MILITARY SERVICE**

This section **MUST BE COMPLETED**, regardless of whether or not you have served in the military. All four (4) questions **MUST BE ANSWERED**, including the supplemental branch information (service dates, military occupation and branch name). It is recommended for you to have your military information readily available to proceed with licensure renewal. The Nevada Department of Veteran's Affairs requires the Nevada State Board of Dental Examiners collect and report military service information.

## **CONTINUING EDUCATION REQUIREMENTS**

### **BIENNIAL LICENSE RENEWALS**

Completion of forty (40) hours during the period of July 1, 2019 through June 30, 2021; four (4) hours of which must be in the subject of Infection Control. For licensees who hold a Nevada controlled substance permit, two (2) of the continuing education hours must be in the subject of misuse and abuse of controlled substances, the prescribing of opioids or addiction.

### **ANNUAL LICENSE RENEWALS (Limited Licenses)**

Completion of twenty (20) hours during the period of July 1, 2020 through June 30, 2021; two (2) hours of which must be in the subject of Infection Control. For dental limited license holders who hold a Nevada controlled substance permit, you are required to complete two (2) hours of training in the misuse and abuse of controlled substances, the prescribing of opioids and addiction.

### **BIO-TERRORISM COURSE**

ALL licensees **MUST** complete the state-mandated bioterrorism course within two (2) years of initial licensure (THIS INCLUDES ACTIVE AND INACTIVE LICENSEES). This course is *in addition* to your required continuing education requirement.

### **CONTINUING EDUCATION ATTESTATION**

Regardless of a BIENNIAL OR ANNUAL renewal method, you will be required to attest you have completed the required number of hours of continuing education for your license type.

### **COPIES OF CE CERTIFICATES ARE NOT REQUIRED FOR SUBMISSION**

Pursuant to Nevada Administrative Code 631.177(2), CE certificates must be maintained by the licensee for three (3) years and are subject to audit.

## **CPR CERTIFICATION**

Regardless of the renewal method you choose (online or paper), you will need to enter valid beginning and expiration dates of current CPR certification. You will not be able to complete the renewal process without valid certification. Any course of instruction taken for required CPR certification must be taught by a certified instructor (live-instruction). Credits earned for CPR are specifically excluded from the number of hours of continuing education required for license renewal (Nevada Administrative Code 631.173, subsection 3). Online certification/recertification will NOT be accepted. You must retain a copy of your certification for three (3) years as it will be subject to audit pursuant to Nevada Administrative Code 631.177.

**The American Heart Association (AHA) has only extended the renewal of CPR cards through October 31, 2020. No further extensions have been granted by the AHA. Accordingly, all licensees are required to maintain current certification in administering cardiopulmonary resuscitation pursuant to NAC 631.173(3).**

## **AFFIDAVIT ACTIVE STATUS**

**ALL** QUESTIONS IN THIS SECTION **MUST** BE ANSWERED by all licensees choosing an **ACTIVE** status. See explanations below:

**QUESTION 1** – This question pertains to claims or complaints of malpractice filed against you, felony or misdemeanor convictions or the suspension/revocation/probation of a license issued by this agency or another licensing jurisdiction. If you answer ‘yes’, be prepared to provide a written statement attached to your paper renewal or uploaded to the online portal.

**QUESTION 2 – CHILD SUPPORT** – This question **MUST** be answered even if you **DO NOT HAVE** CHILDREN, based on your scenario below:

- **NO Children** - Answer ‘no’ and question 2(a) should be left blank (on paper renewal);

- **HAVE Children AND HAVE a court order for child support** - Answer ‘yes’ and then answer 2(a) ‘yes’ if you are in compliance with the court order or answer ‘no’ if you are not in compliance with the court order;

- **HAVE Children AND DO NOT HAVE a court order for child support** – Answer ‘no’ and question 2(a) should be left blank (on paper renewal)

**QUESTION 3 – CHAPTER 631 OF NRS AND NAC** - As a licensee, you will be asked if you have complied with the provisions of NRS 631 and NAC 631, which are the Nevada statutes and regulations pertaining to dentistry and dental hygiene. A ‘yes’ answer to this question indicates you are compliant with the Nevada statutes and regulations. A ‘no’ answer indicates you are **NOT** compliant and will require you to provide a written statement attached to your paper renewal or uploaded to the online portal.

**QUESTION 4 – HISTORY OF ADDICTION(S)** – This question asks if you have any addictions which would impair your practice of dentistry/dental hygiene. A ‘yes’ answer to this question will require you to provide a written statement attached to your paper renewal or uploaded to the online portal.

**QUESTION 5 – CERTIFICATION OF LASER USE** – This question **MUST** be answered:

- **DO NOT USE Laser** - Answer ‘no’ and question 5(a) should be left blank (on paper renewal);

- **USE Laser AND have previously provided certification to the Board** - Answer ‘yes’ to both question 5 and question 5(a). If the appropriate certification is on file with the Board office, question 5(a) may automatically be selected. Any questions regarding this, contact the Board office;

- **USE Laser AND HAVE NOT previously submitted certification to the Board** - Answer ‘yes’ to this question, answer ‘no’ to question 5(a) **AND** upload a copy of your laser certification to the renewal portal.

**QUESTION 6 – BOTOX AND DERMAL/SOFT TISSUE FILLERS** – This question asks if you inject botox and/or dermal/soft-tissue fillers:

- **DO NOT INJECT botox or dermal/soft-tissue fillers** – Answer ‘no’ and question 6(a) should be left blank (on paper renewal);

- **DO INJECT botox or dermal/soft-tissue fillers** – A ‘yes’ answer will require an answer to question 6(a). A ‘yes’ answer to question 6(a) will bring up a document upload box for you to upload your botox certificate. A ‘no’ answer to question 6(a) will populate a message indicating you must not administer injectables until you have filed certification with the Board.

**QUESTION 7 – CHILD ABUSE AND NEGLECT**- As a licensee, you will be asked if you are aware of the requirement to report child abuse and neglect. A ‘no’ answer will require you to complete and submit the paper renewal to the Board office.

**QUESTION 8 – CONTROLLED SUBSTANCE PERMIT** – If you do not hold a Nevada controlled substance permit, you will answer ‘no’ to question 8. If you **DO HOLD** a Nevada controlled substance permit, you will need to answer ‘yes’ to question 8, answer question 8(a). If you answer ‘no’ to question 8(a), you will not be able to renew online (or on paper) until you have conducted the required annual self-queries. If you answer ‘yes’ to question 8(a), you must provide the remaining requested information (first report date, second report date and DEA number). One (1) report is required for each year of the renewal period. If you have only been licensed one (1) year, you may enter the date of your query in both report date fields. Check the box for question 8(b) if you have completed the required continuing education hours in the subject of misuse and abuse of controlled substances. If you have not completed the required continuing education and leave the box blank, you will not be able to renew online (or on paper) until you are compliant.

## **INACTIVE, RETIRED or DISABLED STATUS**

**ALL** QUESTIONS IN THIS SECTION **MUST** BE ANSWERED by all licensees choosing **INACTIVE, RETIRED or DISABLED** status. See explanations below:

**QUESTION 1** – This question pertains to claims or complaints of malpractice filed against you, felony or misdemeanor convictions or the suspension/revocation/probation of a license issued by this agency or another

licensing jurisdiction. If you answer 'yes', be prepared to provide a written statement attached to your paper renewal or uploaded to the online portal.

**QUESTION 2 - CHILD SUPPORT** - This question MUST be answered even if you DO NOT HAVE CHILDREN, based on your scenario below:

- NO Children - Answer 'no' and question 2(a) should be left blank (on paper renewal);

- HAVE Children AND HAVE a court order for child support - Answer 'yes' and then answer 2(a) 'yes' if you are in compliance with the court order or answer 'no' if you are not in compliance with the court order;

- HAVE Children AND DO NOT HAVE a court order for child support - Answer 'no' and question 2(a) should be left blank (on paper renewal)

**QUESTION 3 - CHAPTER 631 OF NRS AND NAC** - As a licensee, you will be asked if you have complied with the provisions of NRS 631 and NAC 631, which are the Nevada statutes and regulations pertaining to dentistry and dental hygiene. A 'yes' answer to this question indicates you are compliant with the Nevada statutes and regulations. A 'no' answer indicates you are NOT compliant and will require you to provide a written statement attached to your paper renewal or uploaded to the online portal.

**QUESTION 4 - CHANGING LICENSE STATUS FROM ACTIVE**

- CURRENT LICENSE STATUS IS ACTIVE - If your license status has been/is active at the time you complete this renewal application AND you are using this renewal to renew/change to a status other than active (inactive, retired or disabled), you must answer 'yes' to question 4. You will be required to check a box affirming you have completed the required hours of continuing education during the time your license was active. Once the license is renewed to the new status (inactive, retired or disabled), continuing education hours are not required. The attestation box is required for the online and the paper renewal form.

- CURRENT LICENSE STATUS IS INACTIVE, RETIRED OR DISABLED - If your current license status, at the time you are completing this renewal application, is inactive, retired or disabled, the answer to this question is 'no'.

**NOTE:** If you answer any question that may require Board approval before your renewal application is considered complete, you should receive an email advising that your renewal has been submitted but requires approval. Once the renewal has been approved, you will receive both emails as noted in the RECEIPT OF PAYMENT and CONFIRMATION OF RENEWAL sections below.

### **PAYMENT RECEIPT**

Once you have completed all questions, attestations and submit the required payment you will receive an email verifying receipt of payment for your records.

### **CONFIRMATION OF RENEWAL / POCKET RECEIPT**

Once all requirements are complete, you will receive an additional email confirming your successful renewal and will include a digital a **POCKET RECEIPT/CARD**. This card is no longer sent by mail. The digital copy is the only copy you will receive. The title of the email that is sent to you is 'License Renewal Approval' and the pocket receipt/card will be attached as a PDF. Be sure to check your 'Junk' or 'Spam' folders for the payment receipt and confirmation of renewal emails.

### **CONTACT THE BOARD OFFICE WITH ALL QUESTIONS**

(702) 486-7044

(800) DDS EXAM

[nsbde@nsbde.nv.gov](mailto:nsbde@nsbde.nv.gov)