



**STATE BOARD OF DENTAL EXAMINERS**  
333 Guadalupe, Tower 3, Suite 800, Austin, Texas 78701-3942  
Phone (512) 463-6400 • Fax (512) 463-7452



## ***TSBDE EXPO 2017*** ***For RDH graduates***



We are pleased to announce this year we are offering the option to all graduates to attend the Pilot Program Expo for onsite application processing! Licensing Specialists will be on hand to help in the process. This provides recent graduates the opportunity to walk-in with the required documentation in hand for the Licensing Team to approve on the spot.

The Expo will take place Friday, **May 26, 2017, at the William P. Hobby Building, 333 Guadalupe St, Tower 2 Rm 225 Austin TX 78701, from 8:00 am – 5:00 pm.** We are expecting a high attendance rate, so you may experience a long wait time.

Attached is a checklist of documents you will need. Copy machines will not be available, so be sure to have all your documents together.

After your application has been processed, a license number will be issued to you with an expiration status. You will also receive a 30 day approval letter that allows you to begin practicing. After your initial renewal is paid you will receive a certificate within 10 to 15 business days.

In addition, we will have a computer lab on hand for you to complete your initial renewal to activate your license.

We look forward to seeing everyone at the Expo!

TSBDE Licensing Division



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### RDH Checklist –

All documents must be on 8 ½ X 11 paper (excluding passport photo).

- Online Application Summary and Online Payment Summary. (Military Active Duty, Veterans and Military Active Duty Spouses do not pay an application fee).
- 2x2 passport photo
- Copy of current Basic Life Support (BLS) CPR card
- Copy of driver's license, naturalization papers, or passport.
- Official school transcript showing proof of graduation from a Commission on Dental Accreditation (CODA) - accredited dental hygiene school. **Transcripts must remain in the original sealed envelope.**
- Proof of completion of a dental hygiene clinical examination administered by a regional clinical examining board dated within 5 years from the date of examination. **Score reports must remain in the original sealed envelope if prior to 2016. TSBDE now has access to current electronic results for the following regional boards: WREB, CDCA, ADEX, and CITA.** You can send in a copy of your report and TSBDE staff will verify your score.
- Proof of completion of Dental Hygiene National Boards. **Score reports must remain in the original sealed envelope if prior to 2016. TSBDE now has access to current electronic results.**
- Proof of completion of [TSBDE Jurisprudence Assessment](#) completed **within one year immediately prior to application.**
- Receipt showing completion of a fingerprint criminal records check. ([www.tsbde.texas.gov/Fingerprint](http://www.tsbde.texas.gov/Fingerprint))
- National Practitioner Data Bank (NPDB) Self-Query. Report results must remain in the original sealed envelope. NPDB self-query reports are **valid for 60 days**. Contact the NPDB at telephone number (800) 767-6732 or website <http://www.npdb.hrsa.gov/pract/howToGetStarted.jsp>.
- American Association of Dental Boards (AADB) Clearinghouse Self-Query. Report results must remain in the original sealed envelope. Contact the AADB at telephone number (312) 440-7464 or website <http://dentalboards.org/clearinghouse>
- For applicants who have held a license in another state/jurisdiction: A verification of licensure with imprint of state seal issued from a state board of dentistry in which the applicant has ever held a license to practice dentistry or dental hygiene. A copy of the license alone is not acceptable.
- Military Active Duty, Veterans or Military Active Duty Spouses must provide either a copy of Military Change of Station Orders, Identification Card or a document showing proof of Honorable or General Discharge.