



Texas State Board of Dental Examiners

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DENTAL LABORATORY RENEWAL FORM

Renew Online: You may renew 45 days prior to lab expiration date. An Incomplete Renewal Form will be returned without action.

LAB INFORMATION

Lab Name, Lab Address, Lab Registration #, Lab Phone, Lab E-Mail, DBA (Lab Assumed Name)

Jurisprudence Assessment Compliance: The Dental Laboratory Owner or General Manager is required to complete the Jurisprudence Assessment once every 3 years.

Date of TSBDE Jurisprudence Assessment Certificate of Completion:

LAB OWNER

Name & Address, Phone #, E-Mail

LAB MANAGER If the Lab Manager is the same as the owner enter "SAME"

Name & Address, Phone #, E-Mail

CDT OF RECORD

Name of CDT of Record, Is this a new CDT of Record since you last renewed this registration? Yes No

GRANDFATHERED LABS - CONTINUING EDUCATION Enter "N/A" if not applicable. See CE Requirements for Grandfathered Labs on Page 2)

Provide the name of the designated employee who obtained the required Continuing Education hours required for renewal of this registration:

GENERAL REQUIREMENTS List every person having an ownership interest of 20% or greater in the lab. Attach separate sheet if needed.

Table with columns: Name, Address (City, State, Country, Zip Code), % and Type of Ownership Interest, Date Ownership Obtained

CHANGE OF ADDRESS See Page 2 of this form to submit a change of address.

DISCIPLINARY ACTION OR CRIMINAL OFFENSES

1. Has the Lab Owner or Manager ever been convicted of a misdemeanor or felony not yet reported to the Board? Lab Owner: Yes No, Lab Manager: Yes No
2. Has the Lab Owner or Manager ever been the subject of a disciplinary investigation or action (including a cease and desist order) in this jurisdiction or any other jurisdiction not yet reported to the Board? Lab Owner: Yes No, Lab Manager: Yes No

ATTESTATION

By signature, I hereby attest that this laboratory is in complete compliance with the Dental Practice Act and Rules and Regulations of State Board of Dental Examiners regarding the operation of a Dental Laboratory in Texas. I understand I may be asked to provide copies of any required certification or continuing education documentation required to renew this registration.

Signature, Date

FEES

Penalty Fees: If you are paying the penalty fee for being 91-365 days past due you must also pay the penalty fee for being 1-90 days past due. Total Penalty Fees: \$104

Annual Renewal Fee: \$ 136.00
Penalty Fee: 1-90 days past due (If applicable) \$ 65.50
Penalty Fee: 91-365 days past due (If applicable) \$ 65.50
Total Amount Paid: \$

**ADDRESS CHANGE** Complete **only** if you need to change your address. This address will be published on the internet to the public.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Certified Dental Technician Required** In accordance with the TSBDE Rule 116.5:

- (a) All dental laboratories must have a CDT employed by and working on the premises of the dental laboratory a minimum of 30 hours per week.
- (b) A dental laboratory is exempt from subsection (a) of this section if the laboratory is:
  - (1) Owned by a licensed dentist engaged in the practice of dentistry in this state or by a professional corporation or partnership in which that dentist is an officer, partner, or employee; and
  - (2) Located on the premises within which the dentist practices dentistry.
- (c) The exemption under subsection (b) of this section does not apply to a dental laboratory if the laboratory employs three or more dental technicians.
- (d) A dental laboratory is exempt from subsection (a) of this section if:
  - (1) The dental laboratory was registered with the TSBDE on September 1, 1987;
  - (2) The dental laboratory's registration has been renewed each year and all registration fees have been paid;
  - (3) The beneficial ownership of at least 51% interest in the laboratory has not transferred; and
  - (4) The owner and/or the designated employee of the dental laboratory is employed on the premises of the laboratory for at least 30 hours per week.
- (e) The owner of the dental laboratory shall maintain employment records validating compliance with this section for a period of not less than two years.

**Grandfathered Labs**

Grandfathered status will be maintained if **all** of the following requirements are met:

- (1) The registration of the dental laboratory has been renewed each year since September 1, 1987 and all registration fees have been paid.
- (2) The beneficial ownership of at least 51% of the laboratory has not been transferred.
- (3) The owner is employed on the premises of the lab at least 30 hours per week.
- (4) Validate that the designated employee working on the premises of the lab has completed at least 12 hours of continuing education (CE) during the preceding 12-month period. CE hours may be used only for one renewal period. CE hours will be comprised of business management (no more than one course), infection control (at least one course required) and technical competency courses presented by a nationally recognized organization of dentistry or dental technology. A maximum of four hours may be self-study. In lieu of CE, the designated employee may validate current and active certification by the National Board of Certification for Dental Technology. The lab owner or manager may be asked to provide copies of any required certification or continuing education documentation required to renew this registration.

**Penalties**

If the owner or manager of a dental laboratory fails to renew the registration before the registration date (January 1) the TSBDE shall suspend the expired registration certificate of the lab. An owner or manager may renew the expired registration within the first 90 days by paying the required renewal fee (\$135) plus a penalty equal to one-half of the initial registration fee (\$65.50). If the registration has been expired for more than 90 days, but less than one year, the required renewal fee plus a penalty equal to the amount of the initial registration (\$65.50) must be submitted. If the registration has been expired for one year or longer, the registration may not be renewed.

**Renewing an Expired Dental Laboratory Registration Certificate**

A Registered Dental Laboratory renewing a registration certificate that is expired must pay **all past annual renewal fees** in order to bring the registration current and into 'Active' status. Cancelled registration certificates cannot be renewed.

**Jurisprudence Assessment Requirement for Dental Laboratories**

Effective January 1, 2009, for initial registrations only and once every three years for registration renewals, proof of completion of the Texas Jurisprudence Assessment for dental laboratories." Upon completing the Jurisprudence Assessment a Certificate of Completion can be printed that lists a National Board of Certification (NBC) in Dental Laboratory Technology Continuing Education Course Number. The NBC will award one (1) hour of Professional Development Credit for completing this assessment. The TSBDE Jurisprudence Assessment is through the TSBDE website.

**Continuing Education Requirement**

In accordance with TSBDE Rule 116.6:

- (a) A dental laboratory renewing a certificate must provide proof that the designated CDT has met the continuing education requirements of a recognized board of certification for dental technology, or its successor.
- (b) A dental laboratory that meets the exemption qualifications in TSBDE Rule 116.5, in lieu of the requirement of subsection (a) of this section, proof, that the designated employee has completed at least 12 hours of continuing education during the preceding 12-month period. Continuing education hours may only be used for one renewal period.
- (c) Acceptable continuing education shall be comprised of business management, infection control, and technical competency courses presented in seminars or clinics as accepted by a recognized organization of dentistry or dental technology, subject to the following requirements:
  - (1) The designated employee must complete at least one course in infection control annually.
  - (2) No more than one course in business management may be applied toward the annual continuing education requirement.
  - (3) Self-study in a course approved by a recognized organization of dentistry or dental technology may be taken for not more than four hours of the annual continuing education requirement.
- (d) In lieu of furnishing proof of continuing education as set forth in TSBDE Rule 116.5, a dental laboratory may furnish proof that the designated dental technician has a current certification from a recognized board of certification for dental technology or its successor. Certification as "retired" does not qualify the technician. The lab owner or manager may be asked to provide copies of any required certification or continuing education documentation required to renew this registration.