



**Secretary of State  
Office of Professional Regulation**

**DENTAL  
Application Instructions for Dental Assistants**

All dental assistants must be registered with the board within 30 days of beginning practice. Failure to do so may result in charges of unprofessional conduct being filed.

**TRADITIONAL DENTAL ASSISTANT**

If you already hold a Vermont license in this profession and are applying to add Radiology Privileges, use the “Add A Specialty” link within your online account.

1. Your Vermont online application.
2. Non-refundable application fee paid
3. Scanned completion certificate for Emergency Office Procedure course, or a CPR course.
4. Scanned copy of Verification of Dental Assistant Employment / Supervision form signed by your supervising dentist.

**CERTIFIED DENTAL ASSISTANT**

If you already hold a Vermont license in this profession and are applying to add Expanded Functions, use the “Add A Specialty” link within your online account.

1. Your Vermont online application.
2. Non-refundable application fee paid
3. Scanned completion certificate for Emergency Office Procedure course, or a CPR course.
4. Scanned copy of your Dental Assisting National Board (DANB) card showing the expiration date.
5. Scanned copy of Verification of Dental Assistant Employment / Supervision form signed by your supervising dentist.
6. If you are applying for Expanded Functions endorsement with your initial license, scanned copy of documentation supporting Expanded Functions.

**NOTE:** Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.