



**Secretary of State
Office of Professional Regulation**

**DENTAL EXAMINERS
Application Instructions for Dental Hygienist**

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

A EXAMINATION:

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBleIGIHMIPa8qpM9BaiNEZfDPENuF*/!STANDARD
2. Upload a scanned completion certificate for Emergency Office Procedure course, or a CPR course to your application.
3. Upload a scanned copy of your National Board Examination Scores and a scanned copy of your Regional Board Scores (CDCA-NREB ADEX, CRDTS, or WREB).
4. Upload a copy of your answer sheet for the Vermont Dental Hygiene Jurisprudence Exam on the Vermont laws and rules governing the practice of dental hygiene. This is found within the online application.
5. Request official transcripts be sent to the Office directly from the institution by US mail or email to SOS.OPRLicensing2@vermont.gov. If the school provides you with your transcript, it will only be accepted if they are in a sealed envelope from the school.
6. If applicable, request an official verification of license be sent to OPR for your initial state of licensure and most recent state of licensure. This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing2@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.
7. If you are applying for Local Anesthesia endorsement with your initial license provide the following to your application:
 - Scanned copy of your CDCA-NREB Local Anesthesia Examination Score.
 - Verification of Local Anesthesia Training form submitted by your institution.
 - Completed Verification of Administering Local Anesthesia form submitted by your supervising dentist.

B ENDORSEMENT: Applicants currently licensed in another state

To qualify, an applicant must be licensed or certified in good standing in another state or jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBleIGIHMIPa8qpM9BaiNEZfDPENuF*/!STANDARD

The fee will be refunded for Pro Bono applicants once the license is issued.

2. Request an official verification of license be sent to OPR for your initial state of licensure and most recent state of licensure. This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing2@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.

3. Upload a scanned completion certificate for Emergency Office Procedure course, or a CPR course to your application.
4. Upload a copy of your answer sheet for the Vermont Dental Hygiene Jurisprudence Exam on the Vermont laws and rules governing the practice of dental hygiene. This is found within the online application.
5. If you are applying for Local Anesthesia endorsement with your initial license:
 - Scanned copy of your CDCA-NERB Local Anesthesia Examination Score.
 - Verification of Local Anesthesia Training form submitted by your institution.
 - Completed Verification of Administering Local Anesthesia form submitted by your supervising dentist.

Provisional Licensure

If you are otherwise qualified for licensure **and** verification of licensure is the ONLY outstanding deficiency and all other licensing requirements are met including applicable education and exam requirements, you may be issued a 90-day provisional license while the Office awaits receipt of your license verification. If you wish to request a provisional license (if applicable), please indicate within the application.

C. FAST TRACK ENDORSEMENT:

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBleIGHMIPa8gpM9BaiNEZfDPENuF*/!STANDARD
2. Request an official verification of license be sent directly to the Office. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing2@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.
3. If applicable, complete and upload the specific VT State Jurisprudence exam answer sheet. This is found within the online application.

Provisional Licensure

If you are otherwise qualified for licensure **and** verification of licensure is the ONLY outstanding deficiency and all other licensing requirements are met including applicable education and exam requirements, you may be issued a 90-day provisional license while the Office awaits receipt of your license verification. If you wish to request a provisional license (if applicable), please indicate within the application.

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.