



**Texas State Board of Dental Examiners**

333 Guadalupe, Tower 3, Suite 800  
 Austin, Texas 78701-3942  
 Phone: (512) 463-6400  
 Fax: (512) 463-7452  
 Website: www.tsbde.texas.gov

**DENTAL ASSISTANT RENEWAL FORM**

**Renew Online:** You may renew online 45 days before the expiration date listed on your registration certificate or anytime after your registration certificate expires. Go to: [www.tsbde.texas.gov/RenewOnline](http://www.tsbde.texas.gov/RenewOnline) If you renew online do not renew by mail.

**Renew by Mail:** Make your Check or Money Order payable to the State Board of Dental Examiners and mail it to the address listed above.

**THIS FORM MUST BE SIGNED AND ALL QUESTIONS MUST BE ANSWERED  
 OR YOUR RENEWAL FORM AND PAYMENT WILL BE RETURNED WITHOUT ACTION**

	Amount to Pay if Renewed by the Expiration Date	Amount to pay 1 - 90 days following the Expiration Date	Amount to pay 91-365 days following the Expiration Date	366+ days late
Fee to be Paid	<b>\$ 27.00</b>	<b>\$ 40.50</b>	<b>\$ 54.00</b>	<b>Not Renewable</b>
Registration Status	<b>ACTIVE</b>	<b>EXPIRED</b>	<b>EXPIRED</b>	<b>CANCELED</b>

**NAME:** \_\_\_\_\_

**REGISTRATION NUMBER:** \_\_\_\_\_ **REGISTRATION EXPIRATION DATE:** \_\_\_\_\_

**1. Cardiopulmonary Resuscitation Certification ----- ANSWER REQUIRED**  
**Do you hold a current CPR certification as required by the Dental Board?** (CPR training must include a hands-on demonstration of skills by the Dental Assistant on a manikin & a written assessment of skills. See Pg 2 for more info.)  
 YES, my CPR Card was issued on: \_\_\_\_\_ and expires on: \_\_\_\_\_  
 NO, my CPR is not current. I am submitting a doctor's letter or proof of residence outside the U.S.  
 If you answer "**NO**" to the question of current CPR, attach a letter from your medical doctor or proof of residence outside the United States.)

**2. Continuing Education ----- REQUIRED**  
 Please check the box to the right that applies to you at this time. (See Page 2 for Continuing Education requirements).  
 I am in compliance with completing all required CE for this registration period **OR**  
 I am in my first registration period and exempt from completing CE.

**3. Disciplinary Action---YOU ARE REQUIRED TO ANSWER THIS QUESTION (✓ Check the answer that applies for BOTH 3a and 3b)**  
 3a. \_\_\_ I have not been the subject of any disciplinary action not yet reported to the SBDE  
 (or) \_\_\_ I am attaching documents regarding disciplinary action not previously reported to the SBDE.  
 3b. \_\_\_ I have not been arrested, indicted, convicted or received a court order for any criminal offense not yet reported to the SBDE  
 (or) \_\_\_ I am attaching documents regarding criminal offenses that have not been reported to the SBDE.

**4. Name Change Request ----- OPTIONAL** PRINT YOUR NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR CERTIFICATE  
 See Page 2 for a list of **required documents** to attach when making a name change with this renewal. There is no fee for a name change at the time of renewal.  
 \_\_\_\_\_

**5. Address Change (If needed) Complete a change of address NOT reported to the Board here. (Check ✓ One)**  
 \_\_\_ Use my Home Address as my primary mailing address  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 \_\_\_ Use my Office Address as my primary mailing address  
 Office Name: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

**6. Signature and Date ----- REQUIRED**  
 I hereby attest by my signature, under penalty of perjury, that I have completed and possess all required certifications as required by the Occupations Code and the SBDE Rules and Regulations. All information provided on this form is true and accurate and I understand that I may be asked to produce for the SBDE any documentation I am required to have.

**AMOUNT DUE**

\_\_\_\_\_  
 Signature Date Total Payment Enclosed: \$ \_\_\_\_\_

## **Renewal Requirements**

Dental Assistants who do not renew their registration certificate before the expiration date may not make radiographs until the registration is brought into a current status and displayed in the area where services are provided. An **original** certificate must be displayed. Copies are not acceptable. Please visit the Dental Board website for information on purchasing additional registration certificates if you work in more than one location. The Dental Board Website is: [www.tsbde.state.texas.gov](http://www.tsbde.state.texas.gov)

## **Name Change**

Name changes on registration records may only be accomplished following a written request from the registered dental assistant and submission of all required legal documentation of the change. Legal documents include a marriage license, divorce decree, court order, etc.) A Name Change Request Form is available on the Dental Board Website under the "Forms & Applications" Section.

Fees for name changes:

- 1) At time of registration renewal: No Charge
- 2) At any other time: \$25.00 (A Registration Certificate Name Change Request Form for Dental Assistants must accompany legal documents)

## **No Grace Periods**

There are **no grace periods** for renewing a registration on, or after, its expiration date. Please allow 2-3 weeks for processing.

## **Renewing a Expired Dental Assistant Registration (RDA) Certificate**

A Registered Dental Assistant 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. A cancelled registration cannot be renewed.

### **Not Sure if Your Registration is Active, Expired or Cancelled?**

Visit the Dental Board website and select "*Find a Licensee*" found under the Main Menu. Select "Registered Dental Assistants" and enter your information. Search Results will appear. Click on your name. A detailed view of your registration will be displayed. The "Status" category will indicate if your registration is Active, Expired or Cancelled. The Dental Board Website is: [www.tsbde.state.texas.gov](http://www.tsbde.state.texas.gov)

## **CPR Requirement**

Section 257.004 of the Texas Occupations Code requires that all licensed dentists, dental hygienists, and registered dental assistants sign a written statement that the applicant has successfully completed a current course/program in cardiopulmonary resuscitation (CPR), or holds a physician's verification that the applicant is physically unable to complete CPR, or applicant resides in a foreign country. Applicants signing the statement on Page 1 must maintain documentation of CPR status.

CPR training must include a written assessment and a demonstration of skills. Computer and video-based CPR training courses given by an instructor that include training on a hands-on practice manikin by the applicant and a written assessment of skills, either taken online or in a classroom setting, are acceptable. Online courses that do not include a live instructor for a demonstration of skills and training on a practice manikin by the applicant are not acceptable.

## **Continuing Education Requirement**

### **Rule 114.12 (Continuing Education for Certificate Holders):**

- (a) A Dental Assistant holding **one** certificate (**See Note**) authorized by Chapter 114 must complete six (6) hours of continuing education each year in areas covering dental assistant duties.
- (b) A Dental Assistant holding **two or more certificates** (**See Note**) authorized by Chapter 114 must complete twelve (12) hours of continuing education each year to renew all of the certificates. CE must cover the duties of a dental assistant.
- (c) A Dental Assistant may fulfill all continuing education hour requirements through board-approved self-study, interactive computer courses, or lecture courses.
- (d) Dental Assistants shall select and participate in continuing education courses offered by or endorsed by:
  - (1) dental schools, dental hygiene schools, or dental assisting schools that have been accredited by the Commission on Dental Accreditation of the American Dental Association; or
  - (2) nationally recognized dental, dental hygiene or dental assisting organizations.

**Note:** The Nitrous Oxide Monitoring Certificate should not be counted towards the total number of certificates held by a dental assistant for the purpose of completing CE. There is no requirement to complete CE for the Nitrous Oxide Monitoring Certificate.

### **CE Exemption for the First Registration Period.**

Registered Dental Assistants renewing their **first** registration certificate are exempt from completing CE. Every year thereafter, while the registration certificate is active, the Dental Assistant must complete the total amount of required CE hours annually before their certificate expires.

### **CE Courses and Course Providers.**

CE Courses must be offered or endorsed by a provider listed in SBDE Rule 104.2 This rule can be found on the SBDE website at: [www.tsbde.state.tx.us](http://www.tsbde.state.tx.us) All CE must be in a topic related to the duties of a dental assistant. Courses can be self-study, interactive computer courses or lecture courses.

**Courses Not Accepted for CE Credit:** Annual OSHA Training, Basic Life Support CPR Courses, Administrative Courses

### **Documenting CE Hours and Credits.**

Dental Assistants should keep and maintain records on all CE completed for a period of three years. Information should include: Course Date; Course Title; Approved Sponsor of Course; is it a Classroom Course, Self-Study or is it Interactive Computer Course. Document how many CE hours were awarded. In the case where an article is read from a journal, publication or website, keep a record of how long it took to complete the entire reading. Make, or print, a copy of articles or web-related materials read. Course Certificates of Completion should also be maintained for your records as well.

### **Carrying Over CE Hours.**

Dental Assistants cannot carry CE hours over from year-to-year.

### **Submitting Proof of Completed CE Courses.**

Dental Assistants are not required to send proof of CE until notified by the Board.