### Initial Licensure Examination Requirements

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<th>Requirement</th>
<th>Details</th>
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<td>CDCA, CITA, CRDT, SRTA, WREB</td>
<td>(Source: 828 Indiana Administrative Code 1-1-3, 1-1-6 and 1-1-7 Examinations required for licensure)</td>
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</tbody>
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### General Licensure Requirements

828 Indiana Administrative Code 1-1-1 Qualifications of applicants; approved dental schools

Sec. 1. All applicants for licensure to practice dentistry must:

1. have graduated from a dental school accredited by the Commission on Accreditation of the American Dental Association; and
2. submit certification of having completed, within the prior year, an American Red Cross or American Heart Association cardiopulmonary resuscitation course or another course approved by the board.

828 Indiana Administrative Code 1-1-2 Application forms

Sec. 2. (a) The applicant for licensure must complete the application on forms prescribed and provided by the board. All statements contained in the application must be verified by the applicant. The verified application, fees, and other documents that the board may require must be submitted to the board.

(b) The following proof that the applicant is a graduate of a dental school that is recognized by the board must be submitted:

1. An official transcript showing the date the degree was conferred.
2. An official diploma or a certificate of completion signed by the:
   - dean of the applicant's professional school; and
   - registrar of the university or college.

(c) Additional documents to be submitted by the applicant for a license include the following:

1. Where the name on any document differs from the applicant's name, one of the following:
   - A notarized or certified copy of a marriage certificate.
   - Legal proof of a name change.
2. Two (2) recent passport-type photographs of the applicant, taken within eight (8) weeks before filing of the application.
3. If the applicant has been convicted of a criminal offense, excluding minor traffic violations, the applicant shall submit a notarized statement detailing all criminal offenses, excluding minor traffic violations, for which the applicant has been convicted. This notarized statement must include the following:
   - The offense of which the applicant was convicted.
   - The court in which the applicant was convicted.
   - The cause number under which the applicant was convicted.
   - The penalty imposed by the court.
4. An applicant who is now, or has been, licensed to practice any health profession in another state or Canadian province must submit verification of license status. This information must be sent by the state or province that issued the license directly to the Indiana board.
5. An applicant who is now, or has been, licensed to practice any health profession in another state shall submit a self-query form completed by the following:
   - The National Practitioner Data Bank (NPDB).
   - The Healthcare Integrity and Protection Data Bank (HIPDB) data bank.
(d) All applicants must submit the applicant's United States Social Security number in order to be eligible for licensure.
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<th>License by Credential/Endorsement Requirements</th>
<th>Indiana Code 25-14-1-16 Applicant requirements; issuance of license; fee; rules for endorsement; appearance before board</th>
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<tr>
<td>Sec. 16. (a) An applicant under this article must submit to the board proof satisfactory to the board that the applicant has not been convicted of a crime that has a direct bearing on the applicant's ability to practice competently.</td>
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<td>(b) The board may issue a license upon payment of a fee, set by the board under section 13 of this chapter, to an applicant who furnishes proof satisfactory to the board that the applicant is a dentist who:</td>
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<td>(1) is licensed in another state or a province of Canada that has licensing requirements substantially equal to those in effect in Indiana on the date of application;</td>
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<td>(2) has practiced dentistry for at least two (2) of the three (3) years preceding the date of application;</td>
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<td>(3) passes the law examination administered by the board or an entity approved by the board;</td>
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<td>(4) has completed the required hours of continuing education in the previous two (2) years; and</td>
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<td>(5) meets all other requirements of this chapter.</td>
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<td>(c) The board shall have power to adopt rules under section 13 of this chapter for licensure by endorsement.</td>
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<td>(d) An applicant shall, at the request of the board, make an appearance before the board.</td>
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**828 Indiana Administrative Code 1-3-1.1 Dental licensure by endorsement; credentials**

Sec. 1.1. (a) Persons seeking licensure to practice dentistry by endorsement shall do the following:

1. File an application on a form supplied by the board.
2. Submit the fees required by 828 IAC 0.5-2-3.
3. The applicant for a license shall provide the following:
   - Where the name on any document differs from the applicant's name, one of the following:
     - A notarized or certified copy of a marriage certificate.
     - Legal proof of a name change.
   - Two (2) recent passport-type photographs of the applicant, taken within eight (8) weeks before filing of the application.
   - An original transcript of the applicant's dental education, including the following:
     - The degree or degrees conferred.
     - The date each degree was conferred.
   - If the applicant has been convicted of a criminal offense, excluding minor traffic violations, the applicant shall submit a notarized statement detailing all criminal offenses, excluding minor traffic violations, for which the applicant has been convicted. This notarized statement must include the following:
     - The offense of which the applicant was convicted.
     - The court in which the applicant was convicted.
     - The cause number under which the applicant was convicted.
     - The penalty imposed by the court.
   - An applicant who is now, or has been, licensed to practice any health profession in another state or Canadian province must submit verification of license status. This information must be sent by the state or province that issued the license directly to the Indiana board.
   - The applicant shall submit a self-query form completed by the following:
     - The National Practitioner Data Bank (NPDB).
(B) The Healthcare Integrity and Protection Data Bank (HIPDB) data bank.
(7) The applicant shall submit proof of the following:
(A) Completion of at least twenty (20) hours of continuing dental education
taken in the previous two (2) years. No more than two (2) hours of training in
basic life support shall count toward this requirement. (B) That the applicant
successfully completed the: (i) National Board Dental Examination provided by
the Joint Commission on Dental Examinations; or (ii) National Dental
Examining Board of Canada Written Examination provided by the National
Dental Examining Board of Canada.
(C) That the applicant satisfactorily completed a national, regional, state, or
provincial clinical licensing examination
in any other state or Canadian province having and maintaining a standard of
examination for licensure and laws regulating the practice of dentistry within
that state or province that is substantially equivalent to the examination and
licensing requirements of Indiana.
(D) That the applicant has been engaged in the active practice of dentistry for
not less than two (2) years out of the
three (3) years immediately preceding the submission of the application.
(8) The applicant shall submit the following:
(A) Written statements from at least three (3) practicing dentists verifying the
applicant's active, moral, and ethical practice of dentistry. The statements
must:
(i) be originals; and
(ii) have been written not more than eight (8) weeks before the submission of
the application.
(B) Proof that the applicant is currently certified in one (1) of the following:
(i) Basic life support.
(ii) Advanced cardiac life support.
(9) All information on the application shall be submitted under oath or
affirmation, subject to the penalties for perjury.
(c) All applicants must submit the applicant's United States Social Security
number in order to be eligible for licensure.

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**Continuing Education**

Indiana Code 25-14-3-4. "Continuing education course"
Sec. 4. As used in this chapter, "continuing education course" means an
orderly process of instruction designed to directly enhance the practicing
dentist's knowledge and skill in providing relevant dentist services that is
approved by an approved organization.

IC 25-14-3-5 "License"
Sec. 5. As used in this chapter, "license" means a license to practice
dentistry under IC 25-14-1-3.

IC 25-14-3-6 "License period"
Sec. 6. As used in this chapter, "license period" means the two (2) year
period beginning on March 2, 1992, and every two (2) years thereafter.

IC 25-14-3-7 "Study club"
Sec. 7. As used in this chapter, "study club" means a group of at least five
(5) dentists who do the following:
(1) Organize for the purpose of scientific study.
(2) Operate under the direction of elected officers.
(3) Maintain written bylaws.
(4) Conduct regular meetings.
(5) Maintain written attendance records of all meetings.

IC 25-14-3-8 Continuing education credit requirements 
Sec. 8. (a) A
dentist must complete at least twenty (20) credit hours in continuing education
courses each license period. At least half of the required minimum credit hours must be from live presentations or live workshops.

(b) Credit hours may be applied under this section only toward the credit hour requirement for the license period during which the credit hours are earned.

(c) During a license period, a dentist may not earn more than five (5) credit hours toward the requirements under this section for continuing education courses that relate specifically to the area of practice management.

**IC 25-14-3-9 Award of credit hours**

Sec. 9. Credit hours under section 8 of this chapter must be awarded as follows:

1. A course presented by a college under a regular curriculum is awarded one (1) credit hour for each lecture hour attended.

2. A course not listed in subdivision (1) is awarded one (1) credit hour for each lecture hour and two (2) credit hours for each participation hour of the course.

3. A speech, lecture, or other presentation by a dentist is awarded two (2) credit hours if the following conditions are met:
   A. The presentation concerns a subject that would be suitable for a continuing education course.
   B. The subject of the presentation is eligible for credit only once, regardless of the number of times it is presented.
   C. The dentist maintains a record of the time, place, and date of the presentation.
   D. The presentation is sponsored by an approved organization.
   E. Not more than four (4) credit hours are awarded to the dentist under this subdivision during a license period.

4. Attendance at a state, regional, or national meeting sponsored by an approved organization is awarded one (1) credit hour.

5. Attendance at a meeting of a study club that uses films, audio cassettes, live presentations, or written materials sponsored by the American Dental Association is awarded one (1) credit hour. However, a dentist may not receive credit under this subdivision for more than four (4) credit hours during a license period.

6. Attendance at a meeting of a study club featuring a guest speaker whose presentation concerns a subject suitable for a continuing education course is awarded one (1) credit hour for each hour attended.

7. A home study course that is presented by an approved organization and meets the requirements under this subdivision is awarded the same number of credit hours given to courses provided by a college. If the approved organization does not assess credit hours to a course under this subdivision, the course is awarded one (1) credit hour for each hour of study material. Subject matter of the course may be presented by written, audio, or video materials.

**IC 25-14-3-11 Compliance**

Sec. 11. The board and the dentist shall comply with the requirements under IC 25-1-4 concerning continuing education.

**IC 25-14-3-12 Board supervision of course offerings; rules**

Sec. 12. (a) A member of the board may attend or monitor a continuing education course.

(b) An approved organization shall provide the board with course information or materials requested by the board.
If the board determines that an approved organization does not meet the requirements of this chapter, the board shall do the following:

1. Provide written notification to the organization of the noncompliance specifying the items of noncompliance and the conditions of reinstatement.
2. Deny credit hours awarded by the organization from the time that the organization receives a notice until the date of reinstatement.
3. Make reasonable efforts to notify dentists of the organization’s noncompliance status.

(d) The board shall adopt rules under IC 4-22-2 to implement this chapter.

828 Indiana Administrative Code 1 Rule 5. Continuing Education for Renewal of License

5-1 Application for approval of study clubs

Sec. 1. (a) Study clubs must submit an application and a fee for approval of the study club as a sponsor of continuing education credit for dentists and/or dental hygienists. Programs presented:

1. prior to the receipt of approval; or
2. after the withdrawal or termination of approval of the study club;

by the board shall not count toward continuing education requirements.

(b) The application for approval shall include the following:

1. The name of the study club.
2. The address of the study club.
3. A statement that the study club is organized for the purpose of scientific study.
4. A statement that the study club operates under the direction of elected officers.
5. The names and addresses of each officer.
6. A copy of the study club's bylaws.
7. The names of at least five (5) members of the study club.
8. A statement that the study club will conduct regular meetings.
9. A statement that the study club will maintain written attendance records of all meetings, which shall be submitted to the board upon request.
10. A description of the types of programs or activities the study club intends to present.

(c) The application for approval must be signed by an officer of the study club.

828 IAC 1-5-1.5 Study club sponsor approval; expiration

Sec. 1.5. (a) A study club continuing education sponsor approval issued by the board shall be valid for the remainder of the approval period in effect on the date the approval was issued.

(b) The approval issued by the board expires on March 2 of even-numbered years.

(c) The approval is not renewable. A new application and fee for study club continuing education sponsor approval must be filed for each license period.

(d) The approval of a study club sponsor issued by the board:

1. prior to the effective date of this rule; and
2. that is current and good standing; shall remain valid until March 2, 2004.

828 IAC 1-5-2 Application for approval of organizations or individuals

Sec. 2. (a) This section applies to organizations or individuals referred to in IC 25-13-2-2(18) and IC 25-14-3-2(18).

(b) Individuals or organizations applying for approval must submit an application and a fee for approval as a sponsor of continuing education credit for dentists and/or dental hygienists. Programs presented:

1. prior to the receipt of approval; or
The ADA attempts to keep this information current based on information from state dental boards, clinical testing agencies and state dental associations. Individuals seeking dental licensure should consult with the state board of dentistry and their professional advisors for the complete and most recent dental licensure information, application requirements, forms and fees.
(1) A record of the number of hours spent in the continuing education course.
(2) The name of the course or a description of the subject matter presented.
(3) The name of the sponsoring approved organization, individual, or study club.
(4) The date and location of the program.

828 IAC 1-5-6 Continuing education course requirement

Sec. 6. (a) Effective for the license period ending March 1, 2006, for dentists and dental hygienists, and every license period thereafter, continuing education credit must include two (2) hours which shall cover each of the following subjects:
(1) Ethics.
(2) Professional responsibility.
(3) Indiana statutes and Indiana administrative rules governing the licensure and practice of dentists and dental hygienists.

(b) Ethics and professional responsibility means the aspirational standards by which a profession decides to regulate its behavior in order to distinguish what is legitimate or acceptable in pursuit of their aims from what is not.
(c) The two (2) hours required under subsection (a) are not considered courses that relate specifically to the area of practice management.