



1 Board of Dentistry

2

3 Adopted Rules Governing License Applications and Examinations of  
4 the Board of Dentistry

5

6 Rules as Adopted

7 3100.1100 APPLICATIONS FOR LICENSE TO PRACTICE DENTISTRY.

8 Subpart 1. [Unchanged.]

9 Subp. 2. Clinical skills examination. The applicant shall  
10 submit evidence of satisfactorily passing a board approved  
11 examination designed to determine the applicant's level of  
12 clinical skills.

13 Subp. 3. to 5. [Unchanged.]

14 3100.1200 APPLICATION FOR LICENSE TO PRACTICE DENTAL HYGIENE.

15 Any person desiring licensure to practice dental hygiene  
16 must present an application and credentials as prescribed by the  
17 act and shall conform to the following rules of the board:

18 A. and B. [Unchanged.]

19 C. The applicant shall submit evidence of  
20 satisfactorily passing a board approved examination designed to  
21 determine the applicant's level of clinical skills.

22 D. to F. [Unchanged.]

23 3100.1300 APPLICATION FOR REGISTRATION AS A REGISTERED DENTAL  
24 ASSISTANT.

25 Any person desiring to be registered as a dental assistant  
26 shall submit to the board an application and credentials as  
27 prescribed by the act and shall conform to the following rules:

28 A. An application on a form furnished by the board  
29 shall be completely filled out.

30 B. [Unchanged.]

31 C. Submission of evidence of satisfactorily passing a  
32 board-approved registration examination designed to determine  
33 the applicant's knowledge of the clinical duties specified in  
34 part 3100.8500, subpart 1.

35 D. and E. [Unchanged.]

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1 3100.1400 APPLICATION FOR LICENSURE BY CREDENTIALS.

2 Any person who is already a licensed dentist or dental  
3 hygienist in another state or Canadian province desiring to be  
4 licensed to practice dentistry or dental hygiene in Minnesota  
5 shall present to the board an application and credentials as  
6 prescribed by the act. The applicant shall conform to the  
7 following rules of the board:

8 A. The applicant shall complete an application on  
9 forms furnished by the board.

10 B. [Unchanged.]

11 C. An applicant for licensure as a dentist must have  
12 been in active practice in another state or Canadian province  
13 for at least three of the four years prior to the receipt of a  
14 completed application by the board (United States governmental  
15 service may be included) and must submit at least three  
16 references from other practicing dentists.

17 D. An applicant for licensure as a dental hygienist  
18 must have been in active practice in another state or Canadian  
19 province for at least one of the two years prior to receipt of a  
20 completed application by the board and must submit at least two  
21 character references from dentists and two references from  
22 practicing dental hygienists.

23 E. An applicant must provide evidence of having  
24 passed a clinical examination for licensure in another state or  
25 Canadian province, where the licensure requirements are  
26 substantially equivalent to that of Minnesota.

27 F. An applicant shall include a physician's statement  
28 attesting to the applicant's physical and mental condition and a  
29 statement from a licensed ophthalmologist or optometrist  
30 attesting to the applicant's visual acuity.

31 E. to H. [Reletter as G. to J.]

32 3100.1700 TERMS AND RENEWAL OF LICENSE AND REGISTRATION.

33 Subpart 1. Terms. Each initial license or registration  
34 issued by the board is valid from the date issued until renewed  
35 or terminated in accordance with the procedures specified in

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1 this part. Each annually renewed license or registration issued  
2 by the board is valid from January 1 of the year for which it  
3 was issued until renewed or terminated in accordance with the  
4 procedures specified in this part.

5 Subp. 2. Renewal applications. Each dentist, dental  
6 hygienist and registered dental assistant, shall submit an  
7 application for renewal of his license or registration together  
8 with the necessary fee no later than December 31 of the year  
9 preceding that for which the license or registration renewal is  
10 requested. Applications for renewal will be considered timely  
11 if received by the board no later than December 31 or postmarked  
12 on December 31. If the postmark is illegible, the application  
13 will be considered timely if received in the board office via  
14 United States first class mail on the first workday after  
15 December 31. The application form must provide a place for the  
16 renewal applicant's signature and must solicit information to  
17 include but not be limited to the applicant's office address or  
18 addresses, the number of his license or registration  
19 certificate, whether the licensee or registrant has been engaged  
20 during the year preceding the year for which renewal is sought  
21 in the active practice of dentistry or dental hygiene or has  
22 worked as a registered dental assistant, and if so, whether  
23 within or without the state, and such other information which  
24 may be reasonably requested by the board.

25 For those licensees or registrants whose five-year CDE  
26 cycle expired the previous June 30 and who have not submitted  
27 evidence of compliance with the five-year CDE requirement set  
28 forth in part 3100.4100, the board will include in its written  
29 notice relating to annual renewal, that the licensee or  
30 registrant shall submit verified evidence of having taken the  
31 requisite number of CDE credit hours or of having passed the  
32 applicable examinations listed in part 3100.1850, subpart 4, in  
33 order to have his or her license or registration renewed.

34 Subp. 3. Failure to submit renewal application. The  
35 following procedure will be followed by the board for all  
36 licensees and registrants who have failed to submit the annual

1 renewal application in accordance with subpart 2 including, if  
2 applicable, required information about CDE, and applicable fees,  
3 except as provided in subpart 5.

4           A. Any time after January 1, the board will send, to  
5 the last address on file with the board, a notice to all  
6 licensees or registrants who have not made application for the  
7 renewal of their license or registration. The notice will state  
8 that licensee or registrant has failed to make application for  
9 renewal; the amount of the renewal and late fees and/or the  
10 information required about CDE as specified in subpart 2 which  
11 must be submitted in order for the license or registration to be  
12 renewed; that licensee or registrant may voluntarily terminate  
13 the license or registration by notifying the board; and that  
14 failure to respond to the notice by the date specified, which  
15 date must be at least 33 days after the notice is sent out by  
16 the board, either by submitting the renewal application and  
17 applicable fees, and/or the information required about CDE, or  
18 by notifying the board that licensee or registrant has  
19 voluntarily terminated his or her license or registration will  
20 result in the expiration of the license or registration and  
21 termination of the right to practice.

22           B. If the application for renewal, including required  
23 information about CDE and the applicable annual and late fees or  
24 notice of voluntary termination is not received by the board by  
25 the date specified in the notice, the license or registration  
26 will expire and the licensee's or registrant's right to practice  
27 will terminate as of the date specified in the notice. The  
28 expiration and termination will not be considered a disciplinary  
29 action against the licensee or registrant.

30           C. Notwithstanding items A and B, the expiration date  
31 shall be extended six months when a licensee or registrant  
32 failed to meet the CDE requirements and requests permission to  
33 take the applicable examination specified in part 3100.1850,  
34 subpart 2, item A. The license or registration shall expire at  
35 the end of the six-month extension if the licensee or registrant  
36 does not submit within that time period evidence of having

1 passed the examination. In those cases where a licensee or  
 2 registrant was physically incapable, at the end of that person's  
 3 five-year reporting cycle, of taking CDE courses, the expiration  
 4 date shall also be extended six months for the purpose of giving  
 5 the person an opportunity to take the necessary number of CDE  
 6 course hours. The licensee or registrant must submit clear and  
 7 convincing evidence of physical incapability. The license or  
 8 registration shall expire at the end of the six-month extension  
 9 if the licensee or registrant does not submit within that time  
 10 period evidence of taking the number of CDE course hours  
 11 necessary to comply with part 3100.4100, subpart 2. Any CDE  
 12 hours accumulated during the six-month extension shall not count  
 13 toward meeting the requirement of the new CDE cycle.

14 In either instance referenced above, a licensee or  
 15 registrant may submit a request for an extension of the  
 16 six-month period. The board shall grant the extension only in  
 17 cases of extreme hardship or other compelling reasons.  
 18 Financial hardship caused by loss of license shall not meet  
 19 these standards. The burden rests on the licensee or registrant  
 20 to prove that an extension should be granted, which in no case  
 21 shall exceed an additional six months.

22 Subp. 4. Reinstatement. A license or registration which  
 23 has expired pursuant to this part may be reinstated pursuant to  
 24 part 3100.1850.

25 Subp. 5. Contested case proceedings. The board, in lieu  
 26 of the process set out in subpart 3, may initiate a contested  
 27 case hearing to revoke or suspend a license or registration for  
 28 failure to submit the fees and CDE information requested on the  
 29 renewal application, at the same time that it initiates  
 30 disciplinary proceedings against the licensee or registrant for  
 31 other grounds specified in Minnesota Statutes, section 150A.08,  
 32 subdivision 1, and parts 3100.6100 to 3100.7200 and 3100.8100.

33 3100.1850 REINSTATEMENT OF LICENSURE OR REGISTRATION.

34 Subpart 1. Requirements. Upon complying with the  
 35 requirements specified in this part, the applicant's license or  
 36 registration shall be reinstated. Any person desiring the

1 reinstatement of a license or registration shall:

2           A. submit to the board a completed application on a  
3 form provided by the board;

4           B. submit with the application the fee specified in  
5 part 3100.2000, subpart 6;

6           C. include with the application a letter stating the  
7 reasons for applying for reinstatement; and

8           D. comply with the applicable provisions of subparts  
9 2 to 5. Upon reinstatement, the person shall be assigned to the  
10 CDE cycle to which the licensee or registrant was assigned prior  
11 to termination of the license or registration.

12           Subp. 2. Expiration or voluntary termination of less than  
13 five years. Applicants whose license or registration has  
14 expired pursuant to part 3100.1700, subpart 3, or who  
15 voluntarily terminated their license or registration less than  
16 five years previous to the application for reinstatement must:

17           A. Submit evidence of having completed the CDE  
18 requirements that would have applied to them had their licenses  
19 or registration not expired. If the license or registration had  
20 expired because of failure to meet CDE requirements or if the  
21 applicant's CDE cycle concluded during the time that the license  
22 or registration was in expired status and the requirements had  
23 not been complied with, the applicant must first successfully  
24 complete part II of the national board examination or the  
25 clinical examination specified in part 3100.1100, subpart 2, for  
26 dentists; the national board examination or the clinical  
27 examination specified in part 3100.1200, item C, for dental  
28 hygienists; and the examination for initial registration for  
29 registered dental assistants.

30           B. Pay the annual renewal fees and applicable penalty  
31 fees for the years between expiration or termination of  
32 licensure or registration and filing a reinstatement application.

33           Subp. 3. Expiration or voluntary termination of more than  
34 five years. Applicants whose license or registration has  
35 expired pursuant to part 3100.1700, subpart 3, or who  
36 voluntarily terminated their license or registration more than

1 five years previous to the application for reinstatement must:

2           A. Submit evidence of having successfully completed  
3 part II of the national board examination and the clinical  
4 examination specified in part 3100.1100, subpart 2, for  
5 dentists; the national board examination and the clinical  
6 examination specified in part 3100.1200, item C, for dental  
7 hygienists; and the registration examination specified in part  
8 3100.1300, item C, for registered dental assistants.

9           B. Pay the annual renewal fees and applicable penalty  
10 fees for the five years immediately preceding application for  
11 reinstatement.

12           Subp. 4. **Revoked or suspended licenses.** No license or  
13 registration which has been suspended or revoked by the board  
14 may be reinstated unless the applicant for reinstatement  
15 provides evidence of full rehabilitation from the offense for  
16 which the license or registration was suspended or revoked and  
17 complies with all other reasonable conditions imposed by the  
18 board for the purpose of establishing the extent of  
19 rehabilitation. In addition, if the disciplinary action were  
20 based in part on failure to meet CDE requirements, the license  
21 or registration may not be reinstated until the applicant has  
22 successfully completed the applicable examination specified in  
23 part 3100.1850, subparts 2 and 3.

24           Subp. 5. **Scope.** Nothing in this part prohibits a dentist  
25 or dental hygienist from applying for licensure pursuant to part  
26 3100.1400.

27 3100.3300 EXAMINATION OF DENTISTS.

28           Subpart 1. [Unchanged.]

29           Subp. 2. **National board examination.** Each applicant must  
30 pass a national board examination. At the discretion of the  
31 board, any dentist who has lawfully practiced dentistry in  
32 another state for five years may be exempted from taking a  
33 national board examination.

34           Subp. 3. to 5. [Unchanged.]

35 3100.3400 EXAMINATION OF DENTAL HYGIENISTS.

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1 Subpart 1. [Unchanged.]

2 Subp. 2. National board examination. Each applicant must  
3 pass a national board examination. At the discretion of the  
4 board, any dental hygienist duly licensed to practice as such in  
5 another state which has and maintains laws regulating the  
6 practice of dental hygiene by dental hygienists, equivalent to  
7 this state's, who is of good professional character and is  
8 desirous of licensure in this state and presents a certificate  
9 from the examining board of the state in which the applicant is  
10 licensed so certifying, may be exempted from taking a national  
11 board examination provided the applicant has been licensed for  
12 five or more years.

13 Subp. 3. and 4. [Unchanged.]

14

15 REPEALER. Minnesota Rules, parts 3100.1800, 3100.1900, and  
16 3100.4700 are repealed.

17

18 EFFECTIVE DATE. Minnesota Rules, part 3100.1700, is  
19 effective January 1, 1986.