

BOARD OF DENTISTRY

Dental Assistant (Level I & II) – New Registration and Endorsement Checklist

To submit a complete application for review and processing, be sure to submit all the required supporting documents listed based on the licensee type by which you are applying for.

Each item indicates whether it can be submitted **ONLINE** via the application portal, by **MAIL** directly to DC Health, or **BOARD EMAIL**.

Also, please keep a photocopy of any submitted documents for your records, as they will not be returned.

ALL applications must be submitted online utilizing the following link:

<https://doh.force.com/dchealthrenewals/s/portal-page>

LEVEL I

- Two (2) recent passport type photos of the applicant's face (**approx. 2" x 2"**) (**ONLINE**).
- One (1) photocopy of a current government issued photo ID (**ONLINE**)
- Criminal Background Check (CBC) (**ONLINE**)
CBC is completed at the time you submit your online application. A \$50 payment must be paid via online with the application. The applicant will receive an email with a code to schedule a fingerprint appointment.
- Character Reference Form Link: [Character Reference Form](#) (**ONLINE**)
- Official Copy of High School Diploma or G.E.D. (**ONLINE**)
- Copy of a Current Basic CPR/BLS/First Aid Certification (**ONLINE**)
- Application and License Fee - \$190.00 (**ONLINE**)

LEVEL II

Submit **all** required documents as listed under Level I **and** required documents for below Options 1 **or** 2:

Option 1(ONLINE):

- Certificate of completion of a Board or Commission on Dental Accreditation (CODA) approved Dental Assistant Training Program, and
- Completion of Dental Radiology Training Program (24 hours of coursework) **or** Successfully passing the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) Examination

Option 2 (ONLINE):

- Current and valid certification as a Dental Assistant from the Dental Assisting National Board (DANB), and
- Completion of Dental Radiology Training Program (24 hours of coursework) **or** Successfully passing the DANB RHS Examination

Endorsement Applicants Only

In addition to all requirements listed above for Level 1 or Level 2, an official letter of verification of licensure from **each state** must be provided to the DC Board of Dentistry directly from the State Board by mail (in a sealed envelope) or electronically to: dcbod@dc.gov. Please be advised that copies of state licenses or online license look-ups from websites that are not considered to be a Primary Source will **not** be accepted.

- Official Letter of Verification of Licensure

Board Mailing Address:

Board of Dentistry
899 North Capitol St. NE
Washington, DC 20002

Board Email Address: dcbod@dc.gov