

BOARD OF DENTISTRY

Dental Assistants (Level I, II, & III) – New Registration and Endorsement Checklist

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

Submit required documents **ONLINE** via the application portal, by **MAIL**, or **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:

[DC Health Online Licensure Portal](#)

General Application Documents Required for Level I, II, & III (ONLINE)

- Two (2) recent 2x2 passport type **headshot** photos of applicant.
- One (1) photocopy of a current government issued photo ID.
- Criminal Background Check (CBC). The CBC is completed at the time you submit your online application. A \$50 payment must be submitted online with the application. The applicant will receive an email with a code to schedule a fingerprint appointment.
- Copy of a Current Basic CPR/BLS/First Aid Certification.
- Character Reference Form Link: [Character Reference Form](#).
- Application and License Fee - \$190.00.

LEVEL I (ONLINE)

- Official Copy of High School Diploma or G.E.D.

LEVEL II (ONLINE)

Submit **all** required documents for Option 1 **or** 2:

Option 1:

- Official Copy of High School Diploma or G.E.D.
- Certificate of completion of a Board or Commission on Dental Accreditation (CODA) approved Dental Assistant Training Program, **and**
- Successfully passed the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) examination or Certified Dental Assistant (CDA) examination; **or**
- Successfully completed a Board-approved dental radiology training program consisting of at least twenty-four (24) hours of coursework in radiology, radiation safety, biology, and physics, and has successfully passed the examination(s) required for successful completion of the program.

Option 2:

- Official Copy of High School Diploma or G.E.D.
- Current and valid certification as a Dental Assistant from the Dental Assisting National Board (DANB); **and**
- Successfully passed the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) examination or Certified Dental Assistant (CDA) examination; **or**
- Successfully completed a Board-approved dental radiology training program consisting of at least twenty-four (24) hours of coursework in radiology, radiation safety, biology, and physics, and has successfully passed the examination(s) required for successful completion of the program.

LEVEL III (ONLINE)

Submit **all** required documents listed below:

- Official Copy of High School Diploma or G.E.D.
- Successfully completed and graduated from an educational program for Dental Assistants approved by the Board or the American Dental Association's Commission on Dental Accreditation (CODA).
- A current and valid certification as a [Certified Dental Assistant](#) in general duties from the DANB or another dental assisting certification approved by the Board.
- Successfully completed and obtained the [DANB Certified Preventive Functions Dental Assistant Certification](#) (CPFDA). DANB's CPFDA certification is made up of three exams: Topical Fluoride (TF), Sealants (SE), and Coronal Polishing (CP).
- Successfully passed a Board-approved, hands-on course in the functions and duties permitted to be performed by a Level III Dental Assistant. [Hands on Dental Assisting Training, LLC](#) is a Board approved hands-on-course; **and**
- Successfully passed the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) examination or Certified Dental Assistant (CDA) examination; **or**
- Successfully completed a Board-approved dental radiology training program consisting of at least twenty-four (24) hours of coursework in radiology, radiation safety, biology, and physics, and has successfully passed the examination(s) required for successful completion of the program.

Endorsement Applicants for Level I & II Only

In addition to all requirements listed above for Level I or Level II, 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 **EMAIL** 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
2201 Shannon Place, SE
Washington, DC 20020

Board Email Address: dcbod@dc.gov