



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF DENTAL EXAMINERS
333 Willoughby Avenue, 9th Floor
P.O. Box 110806
Juneau, Alaska 99811-0806
(907) 465-2542
E-mail: license@alaska.gov
Website: www.commerce.state.ak.us/occ/pden.htm

ALASKA DENTAL LICENSE BY CREDENTIALS

No person, except those specifically exempted from the Alaska Statutes pertaining to the practice of dentistry in Alaska without a current and active license.

EXAMINATION INFORMATION

The board has adopted the Western Regional Examining Board (WREB) as its standard for determining general equivalency with other state and/or regional examinations. An applicant must submit proof satisfactory to the board through Professional Background Information Services (PBIS) that the examination currently administered by the state from which the applicant is basing credentials on, is at least generally equivalent to the current administration of the WREB. The certification of Dental Written and Clinical Examination will be obtained by PBIS and included in their report. Please refer to AS 08.36.234(a)(1)(B) and 12 AAC 28.951 for further clarification.

Be aware that once you submit the application, the \$400.00 application/review fee is nonrefundable regardless if you should decide to not pursue licensure after you have submitted the application.

LEVEL II PROFESSIONAL BACKGROUND INFORMATION SERVICE CREDENTIAL REVIEW (PBIS)

The results of a Level II Professional Background Information Service (PBIS) credentials review conducted by PBIS, must be sent directly to the department from PBIS. This process generally takes between one and three months. Please plan accordingly. Contact PBIS directly at the below address:

Professional Background Information Services
23460 N. 19th Avenue, Suite 225
Phoenix, AZ 85027
Telephone: (602) 861-5867
Fax: (602) 861-9656
Website: www.pbisonline.com
E-mail: pbisaz@aol.com

DOCUMENTS TO BE SUBMITTED IN PBIS – LEVEL II REPORT

This report is required of those applicants who are applying for licensure by credentials. You will need to arrange with PBIS for submission of a Level II credential report to be sent directly to the department by PBIS. The credential review must include:

1. A copy of a current certification in cardiopulmonary resuscitation (CPR);
2. Copy of the applicant's National Board examination that meets the requirements of AS 08.36.234(a)(1)(A);
3. An affidavit from the applicant stating the applicant is not an impaired practitioner;
4. Verification that the applicant has been in continuous active clinical practice averaging at least 20 hours per week for each of the five years immediately preceding application as required under AS 08.36.234(a)(1)(D);
5. Copy of official transcripts from dental school;
6. Verification of current status and disciplinary history from each federal agency where the applicant is or has been employed;
7. Verification from the applicable licensing jurisdiction where the applicant passed the written and clinical dental examination that at the time of licensure by credentials in this state, licensing requirements are at least generally equivalent to those of this state;

8. Verification of licensure status including information regarding any disciplinary action or investigations taken or pending from all licensing jurisdictions where the applicant holds or has ever held a dental license; and
9. Verification from three licensed dentists stating that the applicant has been in continuous active clinical practice averaging at least 20 hours per week for each of the five years immediately preceding application.

DOCUMENTS TO BE SUBMITTED BY APPLICANT

1. Complete, signed and notarized application form 08-4159;
2. Nonrefundable application/credential review fee of \$400.00;
3. License fee of \$290.00;
4. Statement of Ethical Standards form 08-4159c;
5. Authorization for Release of Records form 08-4159b;
6. Drug Enforcement Administration (DEA) verification form 08-4159a. This must be submitted from DEA for verification even if you do not have DEA authority;
7. Copies of certificates showing that the applicant has completed the continuing education required under AS 08.36.234(a)(1)(H) – has completed at least 42 hours of continuing education related to clinical dentistry in the three years preceding application for licensure in this state. The continuing education must have been approved by the American Dental Association, the Academy of General Dentistry, or the appropriate specialty. **The board requires copies of certificate(s), not a list of continuing education that you have obtained;** and
8. Verification of all Dental Association Memberships form 08-4159d.

OTHER INFORMATION REQUIRED FOR LICENSURE

1. As required by AS 08.36.110(1)(F), the Division will query the National Practitioner Data Bank (NPDB) and the American Association of Dental Examiners Clearinghouse for Disciplinary Information that relates to criminal or fraudulent activity, negligent dental care, or malpractice.
2. Upon receipt of an application, the Jurisprudence Examination will be mailed to applicants for completion

All applicants must complete the board's Jurisprudence examination. The examination is open book consisting of 25 multiple choice questions. Once an application is on file, the examination will be mailed to the applicant for completion.
3. For your information, there are separate applications for Specialty License, General Anesthetic Permit, Parenteral Sedation Permit, and Branch Office. If you need to apply for the licenses or permits you may do so by downloading the application from the website: www.commerce.state.ak.us/occ or contact this office to request that the application(s) be mailed to you.
4. Wall certificate fee of \$20.00 (optional).

GENERAL INFORMATION

When submitting fees, make check or money order payable to the State of Alaska.

APPLICATION REVIEW – VERY IMPORTANT MUST READ

Upon receipt of the items above, applicants will be required to appear before the board for a personal interview. The board meets four times a year, usually in March, June, September, and December. The meeting dates are available on the board website at www.commerce.state.ak.us/occ/pden.htm. The completed application and ALL supporting documents must be postmarked to this Division no later than 60 days before the board meeting at which you wish to appear.

Applications will be processed according to the date received. You will be notified in writing as soon as your application has been reviewed.

Applications are processed as quickly as possible. Unnecessary telephone calls to our office delay processing. Because of telephone calls regarding the status of application and because of privacy issues, **we prefer to restrict our telephone responses to the applicant only.** If you are concerned about your application being received in our office, mail it "Certified – Return Receipt Requested." You will receive a delivery notice from the post office.

“YES” RESPONSES

A “Yes” response in the application does not mean your application will be denied. If you have responded “Yes” to any question in the application, additional time will be required for the gathering and assessment of pertinent information.

HOW CAN YOU HELP?

1. First and foremost: Apply far enough in advance to allow for application processing.
2. If you are concerned about your application being received in our office, mail it Certified-Return Receipt.
3. If you wish to expedite processing as much as you can, send any necessary verification forms out via overnight mail to the appropriate organization and include a return overnight mail envelope addressed to the licensing examiner for the organization’s use. This will help them to respond quickly.
4. Insure that the application is complete when you submit it and provide any necessary explanations with the application. Print legibly or type your application.
5. Provide complete explanations for any “Yes” responses; it saves time if we don’t have to request such information.
6. Provide a brief description for any malpractice claims describing what allegations was, the nature of the case, your level of involvement, and the resolution of the case.

RENEWAL INFORMATION

All Dentist licenses expire on December 31, of even numbered years regardless of when issued, except new licenses issued within 90 days of the expiration date which are issued through the next biennium.

ADDRESS CHANGE

In accordance with 12 AAC 02.900 a person must notify the division in writing, of a change of address.

SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the “Request for Exception from Social Security Number Requirement” form located on the division’s website at: www.commerce.state.ak.us/occ or contact the division to request the form.

PUBLIC INFORMATION

Please be aware that all information on the initial application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division’s website at www.commerce.state.ak.us/occ, under “License Search.”

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

BOARD NEWSLETTER

The Board of Dental Examiners newsletter is available for viewing on the board website at: www.commerce.state.ak.us/occ/pden.htm.

STATUTES AND REGULATIONS

The complete set of Board of Dental Examiners statutes and regulations is available on the board’s website or contact the division and request a copy by mail.

10. Have you ever served in the uniformed services? _____ If so, branch of service _____
 date of commission _____, date of discharge _____, rank _____
 serial number _____. If separated from the services, state nature of separation and if other than
 honorable, specify type and circumstances surrounding your release. Give full particulars as to any conviction by court martial
 while serving in the uniformed services. _____

11. List all states or jurisdictions in which you are currently or ever have been licensed. List state, license number, date of issuance,
 and years of practice in each state.

| Jurisdiction | Licensed (Exam, Reciprocal, or Other) | License No. | Date of Issuance (Month/Day/Year) | Dates Practiced | |
|--------------|--|-------------|--------------------------------------|--------------------------|------------------------|
| | | | | From (Month/Day/Year) | To (Month/Day/Year) |
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12. Make a complete statement of the general character of your practice of dentistry since first being admitted to practice in any
 jurisdiction. Include temporary or part-time work. State each employment or period of practice.

The periods during which you were employed as a dentist, or engaged in dentistry in private practice, with the dates.

The addresses of the offices, or places at which you were so employed or engaged, and the names and addresses of all
 employers, partners, and/or associates or places.

The nature of your practice. (If your present practice is limited to a specialty, list the specialty.)

The reason for the termination of each employment or period of private practice.

| Inclusive Dates (Month/Day/Year) | | Addresses, Names of Employers, Associates, etc. | Nature of Practice | Reason for Leaving |
|-------------------------------------|-------|--|--------------------|--------------------|
| Began | Ended | | | |
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13. Have you failed the dental examination conducted by the Western Regional Examining Board within the previous three years
 preceding the application? If yes, please give an explanation and date of examination. _____

14. If you answer "YES" to any questions, please explain in full, on a separate affidavit, and enclose applicable legal documentation.

- | | YES | NO |
|---|--------------------------|--------------------------|
| a. Have you ever practiced dentistry illegally? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Have you had a license to practice dentistry revoked, suspended, or voluntarily surrendered in this state or another state? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Have you ever been reprimanded, censured, or otherwise disciplined or disqualified as a dentist or other professional? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Have you ever been convicted of a felony or other crime? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Do you have any criminal charges pending against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Have there been any judgments or unsatisfied judgments against you resulting from the practice of dentistry?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Are you the subject of an adverse decision based upon a complaint, investigation, review procedure, or other disciplinary proceeding within the five years immediately preceding application, or of an unresolved complaint, investigation, review procedure, or other disciplinary proceeding, undertaken by a state, territorial, local, or federal dental licensing jurisdiction or a dental society? | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Are you the subject of an unresolved or an adverse decision based upon a complaint, investigation, review procedure, or other disciplinary proceeding, undertaken by a state, territorial, local, or federal dental licensing jurisdiction, dental society, or law enforcement agency that relates to criminal or fraudulent activity, dental malpractice, or negligent dental care and that adversely reflects on your ability or competence to practice dentistry or on the safety or well-being of patients?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Within the five years immediately preceding your completion and submission of this application for licensure, have you suffered from, or been treated for emotional or mental illness or substance abuse (including, but not limited to, alcohol, narcotics, or any other substance)? | <input type="checkbox"/> | <input type="checkbox"/> |

Please be aware that all information on this form and supplied with this form will be available to the public, unless required to be kept confidential by state or federal law.

15. Give the name and location of each dental association which you are now or ever have been a member (including student membership) and send attached Verification of Dental Association Membership forms to respective association(s).

16. I, _____, state that all facts, statements and answers contained in this application are true and correct; I am not omitting any information which might be of value to this board in determining my qualifications and character, whether it is called for or not; and I agree that any falsification, omission, or withholding of information of facts concerning my qualifications as an applicant shall be sufficient to bar me from this or any future examination of my application by the Alaska Board and such falsifications, omissions, or withholding shall serve as sufficient grounds for the suspension, cancellation or revocation of my Alaska Dental License even though it is not discovered until after issuance.

I have read the Alaska Dental Practice Act. I solemnly declare upon my honor that, if granted a license to practice dentistry in Alaska, I will respectfully comply with any law governing the practice of dentistry in this state, and I will do my best to uphold and maintain the ethics of the profession.

SIGN HERE 

Signature of Applicant

SUBSCRIBED AND SWORN before me, a Notary Public, in and for the State of _____

this _____ day of _____, 20_____.

Notary Public

NOTARY SEAL

My Commission Expires: _____

TO THE APPLICANT:

This form must be submitted to the office at address below. Complete the identifying information even if you do not hold DEA authority and submit to:

Drug Enforcement Administration
Attention: Registration
400 2nd Avenue, West
Seattle, Washington 98119

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P.O. BOX 110806
JUNEAU, ALASKA 99811-0806

Date: _____

TO WHOM IT MAY CONCERN:

I am applying for a license to practice dentistry in the State of Alaska. Please indicate on the lower portion of this letter if there is any derogatory information on file against me and send this information directly to the Alaska Board of Dental Examiners. Thank you for your assistance.

NAME: _____

DATE OF BIRTH: _____

DEA REGISTRATION NUMBER: _____

ADDRESS WHERE DEA NUMBER IS REGISTERED: _____

Signature of Applicant

RESPONSE:

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AUTHORIZATION FOR RELEASE OF RECORDS

TO WHOM IT MAY CONCERN:

I, _____, residing at _____

_____, authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my medical, dental, employment, educational records, and records pertaining to litigation, judgments, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

This release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis or treatment received by me and which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law which relates to psychiatric, drug or alcohol evaluation, diagnosis or treatments.

This release specifically includes information from federal service and peer review organizations.

I request that upon presentation of this release, or a true copy, that you provide copies of those records to the division and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations if appropriate.

This authorization is given expressly in connection with my application (initial, renewal, reactivation) for Alaska Dental Licensure. This authorization expires one year from the date of my signature.

My Date of Birth is: _____

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, and its investigators, and all others directly or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

Signature: _____ Date: _____

Home Telephone: () _____

Work Telephone: () _____

NOTE: A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original. You may retain this form for your files.

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STATEMENT OF ETHICAL STANDARDS

I acknowledge and understand that a licensed dentist in Alaska shall adhere to the ethical standards for dentists established by the Alaska Board of Dental Examiners and that failure to adhere to the ethical standards may result in imposition of a sanction that is described in AS 08.36.315.

By signature below, I certify that if I am granted licensure in the State of Alaska as a dentist, I will adhere to The American Dental Association's Principles of Ethics and Code of Professional Conduct, with official advisory opinions revised to April 2002, is adopted by reference as the ethical standards for dentists and applies to all dentists in the state (12 AAC 28.905(b)).

Printed Name

Signature of Applicant

Date

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VERIFICATION OF DENTAL ASSOCIATION MEMBERSHIP

To Whom It May Concern:

I am applying for a license to practice Dentistry in the State of Alaska. The Board of Dental Examiners requires that this form be completed by each dental association which I am or ever have been a member. Please complete the form and return it directly to the Board of Dental Examiners at the above address.

Name _____

Address _____

Date of Birth _____

PLEASE DO NOT DETACH. The information below must be completed by the Dental Association, and not by the applicant.

Name of Dental Association _____

State of _____

Name of Applicant _____

Member No. _____ issued effective _____

Membership is current _____ lapsed _____ Expiration date _____

Has the applicant ever been the subject of an adverse decision based upon a complaint, investigation, review procedure, or other disciplinary proceeding within the five years immediately preceding application, or of an unresolved complaint, investigation, review procedure, or other disciplinary proceeding undertaken by your dental society? Yes No

If so, for what reason? _____

Has the applicant ever been the subject of an unresolved or an adverse decision based upon a complaint, investigation, review procedure, or other disciplinary proceeding undertaken by your dental society that relates to criminal or fraudulent activity, dental malpractice, or negligent dental care and that adversely reflects on the applicant's ability or competence to practice dentistry or on the safety or well-being of patients? Yes No

If so, for what reason? _____

Signed _____

Title _____

Dental Association _____

Address _____

Telephone Number _____

Date _____