

POLICY STATEMENT

Policy for Lapsed License

The Board of Dentistry recognizes that an individual may inadvertently allow his/her license to lapse/expire. However, the statute prohibits an individual from working as a dentist, dental hygienist, or registered dental assistant unless he/she has an active and unrestricted license. The statute also prohibits a dentist from allowing a dental hygienist or registered dental assistant under that dentist's supervision to perform any acts or services which require licensure or registration without an active and unrestricted license. While the Board does not condone an individual working on an expired license, recognition is given to the fact that the problem does exist. As such, the Board has adopted the following procedures for reinstatement of an expired license.

- Immediately upon recognition that his/her license has expired, the individual must stop practicing and contact the Board's Administrative Office to request a reinstatement application.
- Upon receipt of the reinstatement application, the individuals are to complete the application in its entirety, providing a detailed work history, including duties performed, since the license expiration date. The application is to be signed, notarized, and returned to the Board's Administrative Office along with any additional information required for the application.
- Upon receipt of a completed reinstatement application, supporting documentation, including continuing education, and fees, the Board Administrator may immediately reinstate a license, which as been in an expired status for less than three months, upon approval from the Board's Consultant.
- If the reinstatement application received reflects in the work history that the individual has worked in excess of three months on an expired license, the Board will present to the licensee/registrant official notice which specifies payment of a civil penalty in the amount of \$100.00 per month for dentist, \$75.00 per month for dental hygienist, and \$50.00 per month for registered dental assistants for every month worked in excess of three months from the expiration date in addition to the required reinstatement fees.
- If the reinstatement application received reflects in the work history that the individual has worked in excess of three months on an expired license, the Board will present to the supervising dentist(s), if applicable, a Letter of Concern for the first offense, a Letter of Warning for the second offense, and official notice which specifies payment of a civil penalty the amount of \$1,000.00 for the third offense of allowing a licensee/registrant under supervision to work in excess of three months from the expiration date.
- If the licensee/registrant or supervising dentist refuses to pay the civil penalty or payment is not received within sixty (60) days of the date of the official notice, the licensee/registrant or supervising dentist shall be turned over to the Office of Investigations and Office of General Counsel for formal disciplinary action.

Adopted by the Board of Dentistry on the 16th day of May 2003.