



**BOARD OF DENTAL EXAMINERS OF ALABAMA**  
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## Information Regarding Dental Hygiene Licensure by Board Exam Administered by CITA

Thank you for your interest in Licensure by Dental Hygiene Board Exam in the State of Alabama. The requirement for this method of licensure is having passed the Alabama Dental Hygiene Board Exam Administered By CITA exam in June. This application is only for licensure in the state of Alabama. The deadline to return this application is May 30.

The fee for applying for Licensure by Dental Hygiene Board Exam is \$75.00. If the application to the Board is returned without the required fees, the application will not be processed or considered.

Residency is defined by the Board as residing in Alabama for a minimum of one year and having a valid Alabama driver's license and voter registration.

To be considered as an instate resident, you must provide a copy of your Alabama driver's license and voter registration card.

If you are an out of state applicant, the application process for this type of licensure requires two applications. An application must be submitted to Professional Background Information Services (PBIS) for the purpose of Level II background verification. PBIS charges a fee for this service and payment must be made directly to PBIS. Please contact PBIS to obtain fee information and PBIS applications.

PBIS  
Professional Background Information Services  
23460 N. 19<sup>th</sup> Ave., Ste 225  
Phoenix, AZ 85027  
(602)861-5867  
pbisonline.com

Both of the fees to PBIS and the Board must be received before an application process can begin. Both fees are non-refundable. If either the PBIS application or the application to the Board is returned without the required fees, the applications will not be processed or considered.

Due to the detailed nature of the background verification, it may take 45 to 90 days for PBIS to request and received all of the required documentation. When PBIS concludes the background verification, the

application will be forwarded to the Board and you will be notified. Prior to that notification any questions regarding status of the PBIS's background verification should be directed to PBIS.

In accordance with 34-9-10 (Code of Alabama, 1975), any applicant for licensure must be a citizen of the United States or, if not a citizen of the United States, a person who is legally present in the United States with appropriate documentation from the federal government. You must submit documentation showing your status if you are not a citizen.

Final acceptance of the application will be contingent upon satisfying all requirements pursuant to the provisions of the Alabama Dental Practice Act.

Each application must include:

1. One 2X2 passport photograph of applicant, secured to application.
2. Documentation of completion of Hepatitis B Immunizations. Titer is acceptable. If you are an ADHP student, please list the dates for immunizations on the application and notate documentation is already on file with the Board.
3. Documentation of a current CPR status. If you are an ADHP student, please list the date for CPR on the application and notate documentation is already on file with the Board. If your CPR has expired since you last provided a copy, you will need to submit a copy of your current card.
4. Documentation of completion of two hours of infectious disease training within the last two years. If you are an ADHP student, please list the date for infectious disease training on the application and notate documentation is already on file with the Board.
5. Official transcripts from:
  - a. Dental Hygiene School (ADHP Students – Write in ADHP)
  - b. OR Certified letter from dean (indicate Official transcript requested and forthcoming)
6. Official copy of national board scores, if applicable.
7. Typewritten or printed information. Print name on all additional pages enclosed with this application.
8. Notary signature and seal.
9. A certified check, cashier's check or money order for total of all fees made payable to the Board of Dental Examiners of Alabama.

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| Dental Hygiene Licensure Fee            | \$50.00        |
| Dental Hygiene License Certificate Fee  | <u>\$25.00</u> |
| Total submitted by check or money order | \$75.00        |

Application must be received by the Board of Dental Examiners of Alabama by May 30.  
Completed board application and fee should be mailed to:

Board of Dental Examiners of Alabama  
5346 Stadium Trace Pkwy.  
Ste 112  
Hoover, Al. 35244-4583