

APPLICATION FOR FULL FACULTY LICENSE RENEWAL

—INSTRUCTIONS—

1. Your completed renewal application and renewal fee must be received or legibly postmarked on or before **the due date**. A penalty fee will be applied to all **incomplete** applications if not received or legibly postmarked on or before the due date. Mail your completed application and proper fee to the address in the letterhead.
2. Applications are **incomplete** unless all required information **including signature** and the correct fee are received or legibly postmarked on or before the due date.
3. Applications are **incomplete** when checks are not honored by your bank. Pursuant to Minn. Stat. [604.113](#), there will be a \$20 service charge on all checks not honored by your bank. Checks should be made payable to the Minnesota Board of Dentistry. Foreign checks should state the fee in *U.S. dollars*. **DO NOT SEND CASH BY MAIL.**
4. Mail your completed application and proper fee to the address in the letterhead. Be sure to apply proper postage, as the postal service will not deliver mail with inadequate postage.
5. Minnesota law requires you to inform the Board of name and/or address changes in writing within thirty (30) days of a change. If you have a name change, you need to complete and notarize the name change form located on Board website.
6. Minn. Stat. [13.41](#), subd 2, item B requires a licensee to provide a telephone number at which the licensee can be contacted in connection with the license.
7. Under the Minnesota Data Practices Act, an application accepted by the Board becomes a public record.
8. Please review Minn. Rule [3100.1150](#), subpart 2 below regarding the termination of your full faculty dentist license.

Termination of licensure

- A. *A person's license to practice dentistry as a full faculty dentist is terminated when the person is no longer practicing dentistry as a member of the faculty of a school of dentistry.*
 - B. *A person licensed to practice dentistry as a full faculty dentist **must** inform the board when the licensee is no longer practicing dentistry as a member of the faculty of a school of dentistry.*
 - C. *A person who **fails** to inform the board as required in item B is deemed to have committed fraud or deception within the meaning of Minn. Stat. [150A.08](#), subd 1, clause (1).*
- * Minn. Rule [3100.1700](#), subp2 requires that you maintain a consecutive and current CPR certification. "CPR" refers to a comprehensive hands-on course for a health care provider that includes: cardiopulmonary resuscitation on an adult, child, and infant; two-person rescuer; barrier mask or bag for ventilation; foreign body airway obstruction; and automated external defibrillation. A CPR certificate shall be obtained through the American Heart Association health care provider course or the American Red Cross professional rescuer course.

APPLICATION FOR FULL FACULTY DENTIST LICENSE RENEWAL

For Biennial Period _____ through _____

Name First	M.I.	Last	License #:
Mailing (street address)			
City		State	Zip
Daytime phone		Alternate phone	
Email (mandatory)		County	

Practice Name and Address: (mandatory if in clinical practice)		
Street Address		
City	State	Zip
Daytime Phone	Email	

I am currently a Full Faculty Dentist at the institution checked below. (You must select one.)

[Include, with this renewal application, a current letter from your institute’s dean or program chair/director stating your specific appointment time, and that you are involved in teaching and/or research at least 50% of that time.]

- | | |
|---|--|
| <input type="checkbox"/> University of Minnesota School of Dentistry
515 S.E. Delaware Street
Minneapolis, MN 55455 | <input type="checkbox"/> Mayo Clinic
200 First Street S.W.
Rochester, MN 55905 |
| <input type="checkbox"/> Hennepin County Medical Center
701 Park Avenue South
Minneapolis, MN 55415 | <input type="checkbox"/> Other (Specify program and address): |

Are you current in AHA or ARC Healthcare Provider (BLS) CPR*? YES NO

Rights of Subject

Under Minnesota Statute [13.41](#), subdivision 2, information you provide in this renewal application except for your name and address is classified as private, that is, accessible only to you, the staff and members of the Board, the Board’s counsel, and persons you designate, while you remain an applicant for license renewal. In addition, if the matter of your license becomes contested and thereby results either in a contested case hearing or litigation, the data submitted by you or on your behalf may also become accessible to the Minnesota Office of Administrative Hearings, appropriate courts, and those associated with such proceedings, and thereby become public data.

The purpose and intended use of this information is for license renewal and to assist the Board to verify compliance with other provisions of Minnesota Statutes [150A.01 to 150A.31](#) and Minnesota Rules [3100.0100 to 3100.9600](#). You are not legally required to provide this information, but failure to do so may affect the renewal of your license. Practicing without a renewed license is unlawful under Minnesota Statute 150A.

License Renewal Questions

If your response to any license renewal question indicates that you may have engaged in conduct that constitutes a violation of Minnesota Statutes or Rules governing the practice of dentistry, the matter may be referred for investigation by a Committee of the Board.

DISCLOSURES (The following questions apply to actions in Minnesota and all other jurisdictions **during or since your most recent Minnesota dental renewal.**)

	Yes	No
1. Have you ever been suspended from practice, reprimanded, censured or otherwise disciplined or disqualified as a dental or other professional?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been convicted or adjudicated of a felony, gross misdemeanor or misdemeanor?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have any criminal charges pending against you?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there any unsatisfied judgments against you that resulted from the practice of dentistry?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any diagnosed and/or treated mental, physical, or cognitive condition or illness that could affect your ability to practice with reasonable skill and safety that has not been reported to HPSP since your last renewal?	<input type="checkbox"/>	<input type="checkbox"/>
6. Professional Development: I attest that I have or will have completed the requirements of a minimally acceptable Professional Development portfolio by the expiration date of my renewal cycle.	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have any diagnosed and/or treated substance use disorder that may affect your ability to practice with reasonable skill and safety that has not been reported to HPSP since your last renewal?	<input type="checkbox"/>	<input type="checkbox"/>

Renewal Fee: **\$425.00**

Due Date: **Last Date of Birth Month**

Notice of Late Fee: If your correctly completed application and renewal fee are not received or postmarked by the due date, add a **\$106.25 late fee**.

Make your check payable to: **Minnesota Board of Dentistry**

REQUIRED	
_____	() _____
<i>Signature (original required)</i>	Daytime phone number

VOLUNTARY TERMINATION ONLY

If you no longer qualify for faculty licensure and/or wish to voluntarily terminate your license you may [click here](#).