



## CRDT's APPLICATION CHECKLIST

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Online Applications Process:** create online account at [www.breeze.ca.gov](http://www.breeze.ca.gov). **All** required documents listed below must be submitted electronically. **Incomplete applications submitted electronically will be sent a deficiency letter this will delay the application process.**

**Paper Applications Process:** You must submit a completed and signed application with the required documents listed below. (submit by mail) **Incomplete applications will be returned to the applicant this will delay the application process.**

- Disclose your full legal name; (*Last, First, Middle*). **If you do not have a middle name, write NA**
- Online Applications: Pay with credit card (*Visa, Mastercard or American Express*)
- Paper Applications: Enclose the required fee: **\$200.00**  
*Acceptable forms of payment are personal check, cashier's check or money order, made payable to "DHCC".*
- Copy of your diploma.  
*If you are a recent graduate, DHCC will accept a letter from the dental hygiene program director certifying completion of requirements and the actual date of graduation. The letter must be written on school letterhead stationery with the school seal/stamp applied.*
- National Board Dental Hygiene Examination (NBDHE) - passage scores are transmitted electronically to California (*must sure you have selected California*)
- Original "Watermarked Score Report"** as proof of successful completion of CRDT's exam.  
*If you have failed previous attempts before a passing score was received, you must provide all score reports.*
- Copy of your completed Live Scan fingerprint form. (*submit electronically if applying online or via mail for paper applications*)
- One (1) 2 inch x 2 inch Color Passport Photograph taken within the last 6 months. (*submit electronically if applying online or attach photo on space provided on paper application*)

### **Out of State Graduates**

- Original** certification of completion of training in Soft Tissue Curettage, Nitrous Oxide & Oxygen, and Local Anesthetic to State of California standards. **(not required for CA graduates)**  
*Training must be through A California board-approved course provider.*
- Certification of completion of an ADA Radiation Safety Program. **(not required for CA graduates)**  
*Your Hygiene Program Director **MUST** complete the form available on our website.*  
**IF YOU GRADUATED PRIOR TO 1985, YOU MUST TAKE A CALIFORNIA BOARD-APPROVED COURSE IN RADIATION SAFETY.**

### **Additional Information, if Applicable**

- Licensure certification form(s) from each state that you now hold or ever have held a valid healthcare license/permit; **regardless** of the status of the license (ie, Active, Expired, Canceled, Revoked). (*submit electronically if applying online or via mail for paper applications*)

- A Licensure certification form from the Dental Board of CA if you now hold or ever have held a valid RDA /RDAEF license, **regardless** of the status of the license (ie, Active, Expired, Canceled, Revoked).  
*(submit electronically if applying online or via mail for paper applications)*
  
- Proof of Completion of Remedial Education forms, including any other State or Regional Exams besides WREB. *This form is required if you failed a clinical examination three times or more **AND** if you have imposed gross trauma on a patient during a clinical examination.*
  
- Spouse of an active duty member stationed in California. *You must provide proof of active duty orders of the active military member, proof of marriage, domestic partnership or legal union; proof of current "Registered Dental Hygienist" licensure in another state, district, territory of the United States is required.*
  
- Proof of legal name change. *If any of the documents submitted with your application show a different name, you must include a Marriage License or Certificate, Divorce Decree, Naturalization documentation or other Court Order. A driver's license, ID card or social security card will not be accepted as legal proof of name change.*
  
- Special Accommodation Request Form: please click on the link to download the form [Request for Special Accommodations for taking Written Examination](#) *(submit electronically if applying online or via mail for paper applications)*

***All of the above required items must be submitted with your application before you can be accepted as an applicant for licensure. Once your application is deemed complete, a written notice of eligibility to take the written California Law & Ethics Exam will be sent to you by mail.***