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Requirements and Instructions
Registration as Dental / Orthodontic Technician in South Carolina

The South Carolina Board of Dentistry may issue a registration to perform dental technology work to an applicant that produces evidence satisfactory to the Board of meeting the requirements listed below.

Applicants recognized as Certified Dental Technicians (CDT) by the National Board for Certification in Dental Laboratory Technology (NBC) must:

1. Submit a copy of current CDT certification card as satisfactory evidence of meeting the eligibility requirements for registration.
2. Successfully complete the written South Carolina Dental Practice Act (jurisprudence) Examination.

Applicants that are NOT recognized as CDT's must submit satisfactory evidence of the following:

1. Graduation of high school or equivalent. A notarized/certified copy of your high school diploma must be enclosed.
2. Documentation of one of the following:
 - (a) completion of a two-year course of study in a school for dental technological work acceptable to the Board, **OR**
 - (b) having performed dental technological work under the direct supervision of a licensed dentist or registered dental technician for a period of three years.
3. Must successfully complete one of the following:
 - (a) written State Board Dental Technician Examination, administered at the Board office, **OR**
 - (b) written comprehensive examination of the National Board for Certification in Dental Laboratory Technology (NBC), administered at various times and locations throughout the country.
4. Successfully complete the written South Carolina Dental Practice Act (jurisprudence) Examination.

Applicants for registration as an Orthodontic Technician must:

1. Successfully complete the South Carolina Dental Practice Act (jurisprudence) Examination;
2. Upon request, you must appear before the Board at a time and place designated by the Board to answer any questions the Board may have.

The Application Process

1. The application fee of \$100.00 is required with your application. All application fees are non-refundable and non-transferable. The fee is to be paid by cashier's check or money order made payable to: LLR-Board of Dentistry.
2. The application must be fully completed with all requested information and documentation supplied. *The application form itself is a public document obtainable under the Freedom of Information Act.*
3. All documents and fees required to be submitted by you, or which must be requested from the appropriate institutions in the application process, must be mailed directly to:
**SC BOARD OF DENTISTRY
PO BOX 12517
COLUMBIA SC 29211**
4. Applications are maintained in the Board office for a period of six (6) months. After such time the application is rendered void and the applicant must reapply and pay all required fees.

5. **Jurisprudence Examination:** Once our office receives your application and fee, you will be mailed a copy of the open-book jurisprudence examination. You are to complete the written examination and return it to the Board office. A score of 75 or higher is considered a passing score.
6. **The State Board Dental Technician Examination** is administered at the Board office, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Columbia, South Carolina. This is a written exam on all phases of prosthetic dentistry, fixed and removable, laboratory techniques, procedures and occlusion, and infection control procedures. A "Study Guide for the Dental Technician Examination" is available online at the Board's web site and is intended to assist applicants in preparation for this exam. Applicant should contact the Board office at (803) 896-4665 to schedule this exam.
7. **The Written Comprehensive Examination of the NBC** is offered at various times and locations throughout the country. Information regarding this exam, as well as a list of scheduled exam dates and sites, can be found on their web site at: <http://www.nbccert.org/CDT>.
8. Upon issuance of a SC certificate number, a wall certificate/wallet card will be mailed to you. The wall certificate/wallet card will serve as legal authorization to perform dental technological work, and will be mailed to you as quickly as possible. The wall certificate/wallet card will be the only proof of registration you will have until your original certificate is mailed to you. Upon receipt of your original certificate, you are required to display it in a conspicuous place in the office in which you practice.
9. If you relocate during the time that your application is being processed, you must notify the Board of your new address.

Checklist – Use to Complete your Application

NOTE: All submissions must be dated within six (6) months of receipt of the application.

If applying as CDT, submit Item #'s 1, 2, 3, 4 and 5. All other applicants, submit #'s 1 – 8 (excluding 5).

1. **Application:** Complete pages 1 through 3 of the Application. Sign page 3 of the application in the presence of a notary.
2. **Fee:** cashier's check or money order in the amount of \$100.00 made payable to: LLR – Board of Dentistry, must accompany the Application. Mail the application and fee to the Board office.
3. **Jurisprudence Examination.** Complete the open-book examination and mail it to the Board office.
4. **Personal History (Competency) Questions.** If any of your answers to the "personal history (competency) questions" on page 2 of the Application are "yes," please submit a separate document to explain the situation. Note: You must answer "Yes," "No," or "N/A" to every question.
5. **If applying as a CDT,** submit a copy of your most recent certification card.
6. **Notarized/certified copy of high school diploma.**
7. **Documentation of completion of a two-year course of study** in a school for dental technological work, or evidence of having performed dental technological work under direct supervision of licensed dentist or registered dental technician, **OR**

Proof of successful completion of the written comprehensive examination of the NBC if you are applying for registration by the NBC examination. (If you took the State Board Written Technician Exam, the Board office already has your exam results on file.)
8. **Letters of Recommendation.** You must submit three (3) original **letters of recommendation** from licensed dentists who can attest to your good moral character. These letters must identify the individual as a licensed dentist, be submitted on the signator's letterhead, and bear the original signature of the author.