## STEP BY STEP INSTRUCTIONS FOR ONLINE RENEWAL-

**DENTISTS** 

NEED ASSISTANCE WITH LOGGING IN TO THE SYSTEM? CALL THE HELPDESK AT (405)521-2444.

THE BOARD OF<mark>FI</mark>CE HAS NO ACCESS TO USERNAMES OR PASSWORDS.

NEED HELP ONCE YOU ARE IN THE SYSTEM?

CALL THE BOARD OFFICE AT (405)522-4844.

<u>PLEASE READ ALL NOTES/INSTRUCTIONS</u> <u>BEFORE CALLING THE BOARD OFFICE.</u>

Board	d of Denti	istry		ØK.co	Contin Renev	nuing Education & L wal	icense	
1 ***		***					Time Rem	naining: 22:11
			Contact Us State of	Oklahoma Website	My Profile	My Access		
We Los Home	lcome, <u>cout Account Profile</u>							
Dentist N	Jame							
Dent	ist #123456							
Home	Personal Info	Practice History	Professional Entities	Correspondence	Drug Lice	enses and Dispensing Permits	Insurance	Cont
Accou License Dentist Rener	nt Name: Der	itist Name Lic# 123456	Expiration Date 12/31/2016	All Licer If you fr Board c	ises expire or any ren ail to renew by of Dentistry to	<ul> <li>December 31st of each year</li> <li>ewals received on January 1s</li> <li>March 31st you will need to</li> <li>renew your license. If you har</li> <li>renewal please contact:</li> </ul>	r. Late fees wil st or after. contact the O! ve any questio	l apply to klahoma ns about
		Click on " when you	Renew License" u are ready to <sup>.</sup> enew!	*Notice*		Oklahoma Board of Dentistry 2920 N. Lincoln Blvd., Suite Oklahoma City, OK 73105	y B	

If you are a Medicaid (Soonercare) provider and you do not renew your license before January 1, you will be considered out of licensure for the purpose of billing and could be required to repay any claims billed during the time you did not have an active license. Please renew your license as soon as possible. Additionally your insurance company and any hospital you practice at will call us to verify your license is current on January 1.

DISCLAIMER: THIS INFORMATION HAS NOT BEEN VERIFIED BY THE OKLAHOMA STATE BOARD OF DENTISTRY AND SHOULD NOT BE USED TO REPORT CONTINUING EDUCATION HOURS TO ANY OTHER ENTITY. ALL OF THE ABOVE ENTERED INFORMATION IS SUBJECT TO AUDIT BY THE OKLAHOMA STATE BOARD OF DENTISTRY.

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		Continuing Education & License Renewal
Board of Dentistry	Carlos Ca	
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	Contact Us State	of Oklahoma Website My Profile My Access
Welcome,		
		You will need to click on this button for each portion of the
Home / Licensee Search / Licensee De	<u>etails</u> / <u>Renew License(s)</u> / Rene	renewal to update the information. Please review every tab of
License Renewal		boxes in each tab also that you will need to complete!
Personal Information	Edit Middle Name	L opt Name
First Name	middle name	Last name
Social Security Number	Date of Birth mm/dd/yy	
Official Registration Addre	SS	
This is the address that will be used to voting purposes only and will NOT be y	r the determination of your official di: our public or Correspondence addr	strict residential listing pursuant to the Oklahoma State Dental Act 59 O.S. § 328.7. This is for ess.
Registration Address City/Province	e County State ZIP Country	
Phone Number (xxx-xxx-xxxx)	Fax Number (x	xx-xxx-xxxx) Cell Number (xxx-xxx-xxxx)
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violating this rule so make sure you not	tify each if you move.	o within 15 days of moving your official address. DEA and OBN have been fining registrants for
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Practice Information	Edit	
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# **PERSONAL INFORMATION TAB**

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lome Personal Info	Practice History	Professional Entities	Correspondence	Drug Licenses and Dispensing Permits	Insurance	Cont
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# **PRACTICE HISTORY TAB**



Time Remaining: 23:15

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Dentist #123456	2		below.	
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# **ADD/EDIT PRACTICE INFORMATION**

Board of Dentistry	Continuing Education & Renewal	License
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Contact Us	State of Oklahoma Website My Profile My Access	_
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Home / Practice Information	Please make sure to fill out al	1
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# **PROFESSIONAL ENTITY TAB**

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Den	- itist #123456							
Home	Personal Info	Practice History	Professional Entities	Correspondence	Drug Licenses and D	Dispensing Permits	Insurance Cont	
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lf you a	are the owner of more	than one Professi	onal Entity, you are req	ited to By clicki	ng here, this will	bring up a pag	e explaining who need	eds
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1			Policies   About	Oklahoma's Web Portal	Feedback			
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# ADD/EDIT PROFESSIONAL ENTITY

Welcome,

<u>me</u> / Professional Entity		
Add/Edit Entity		
Indicates a required field.		
Name of Entity	Are you an Owner or Partial Owne	er of this Entity?
Address	Phone Number xxx-xxx	Please make sure to answer this question!
City/Province County Please Select	* State * Z Oklahoma 💌	*For those that have existing entity information in the system from prior year(s), you will need to edit each entity and answer this question in order to
<sup>•</sup> Manager of Entity		register a property:
<sup>T</sup> his includes Dentists, Dental Hygienists, Dental Assistants, an Name	License/Specialty	
Owners of Entity		
Please list all owners of this location Name		
5	Save Professional Entity Back	
	Policies   About Oklahoma's Web Portal   Feedback	

COR	RESPOND	ENCE AD s is new	DRESS	<mark>S TAB-</mark>	
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Name	Address No type select	City/Province ed.	State	ZIP County	
List Correspondence Addresses	Set Correspondence Address				

### This is a new tab this year.

There has been a lot of confusion about what address reflects on the license so this is the place you will designate what address shows on the license and also where it will be mailed. This will also be considered your "public record" address.

First, you will select the dropdown box for address type and select. (cont'd on next page)

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### **CORRESPONDENCE ADDRESS TAB-THIS IS NEW!!** Gov Renewal Board of Dentistry Time Remaining: 23:26 Contact Us State of Oklahoma Website My Profile My Access Welcome Logout Account Profile Home / Correspondence Information Correspondence Account Name: \* Address Type Please Select -Please Select Addross Select which type of address you want to Name Personal Address nty designate as your correspondence address. Professional Entity Address No typ Practice Address List Correspondence Addresses Set Correspondence A Policies | About Oklahoma's Web Portal | Feedback © 2016 State of Oklahoma

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# **CORRESPONDENCE ADDRESS TAB-**

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Select from the list which add and then click on "Set Corr	ress you would respondence A	d like to use address."					
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		© 2016 State of Oklahoma					

# **CORRESPONDENCE ADDRESS TAB-**

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Board of Dentistry         Contact Us       State of Oldahoma Website         Veicome.         Loaad       Account Profile         Home         Mome         Mome         Mome         Opentist #123456       *DO NOT USE THESE BUTTONS WHILE RENE         Home         Mome         Mome         Mome         Portist #123456         *DO NOT USE THESE BUTTONS WHILE RENE         Mome         Mome         Mome         Portist #123456         *Do NOT USE THESE BUTTONS WHILE RENE         Mome         Mome         Portist #123456         *Do NOT USE THESE BUTTONS WHILE RENE         Mome       Correspondence         Account Name:         Official Correspondence Address         This is the address that will show on your license and where your license will be mailed         This will also be the address that is used for your "Public Record" address.         Remove Correspondence Address         Back         Disclammer: This INFORMATION HAS NOT BEEN VERIFIED BY THE OKLAHOM, STATE BOARD         EDUCATION HOURS TO ANY OTHER ENTITY. ALL OF THE ABOVE ENTERED INFORMATION HAS NOT BEEN VERIFIED BY THE OKLAHOM, STATE BOARD <t< td=""><td>INA STATE BOARD OF</td><td>DENTISTRY AND SHOULD</td><td>) NOT BE USED TO LAHOMA STATE E</td><td>O REPORT CON BOARD OF DENT</td><td>tinuing Fistry.</td></t<>	INA STATE BOARD OF	DENTISTRY AND SHOULD	) NOT BE USED TO LAHOMA STATE E	O REPORT CON BOARD OF DENT	tinuing Fistry.			
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	Personal Info	Practice History	Professional Entities	Correspondence	Drug License	s and Dispensing Permits	Insurance	Con
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### DRUG LICENSES TAB/ DISPENSING

#### Do you have any OBN Licenses?

Check if no licenses held Yes   No		
DEA Lic #	Expiration Date(mm/dd/yyyy)	
* 123456	* 12/31/2016	
*	*	
OBN Lic #	Expiration Date	
•	*	
		Please read carefully before registering for a dispensing permit.
	D	ISPENSING PERMIT

#### Who Needs a Dispensing Permit?

Any Dentist that <u>dispenses</u> Controlled Dangerous Substances to patients from their Dental Office is required to be permitted. This includes any samples given to patients in the office as well. This does NOT include any antibiotics dispensed in the office, nor is it required to write a prescription for Controlled Dangerous Substances.

#### What is "Dispensing"?

The preparation, packaging, labeling, record keeping, and transfer of a prescription drug to a patient who is responsible for administration of the drug.

If you have further questions about Dispensing Permits, please contact the Board Office.



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# DRUG LICENSES TAB/ DISPENSING

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Home	Personal Info	Practice History	Professional Entities	Correspondence	Drug Licenses and Dispensing Permits	Insurance Cont
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# **CONTINUING EDUCATION TAB**

Home	Personal Info	Practice History	Professional Entities Correst	The top portion of this tab now only shows th current reporting period's hours entered. These are hours entered between 7/1/16- 6/30/19.	e
Cont	inuing Edu	ucation			_
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Date of C	CE Class	Туре [ <u>?]</u>	Course Title	Instructor Name # of hours	
* 07/02	/2016	* Class B	▼ * test	* test * 2	
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Previ	ious Repoi	rting Periods	3	Reporting Period for Year 2016	
Date of C	CE Class Type	e Course	Title	Instructor Name Hours	

	21			
12/11/2013	Class B	Test Class	Test Instructor	4
05/15/2015	Ethics	Intro to Ethics	dentalethics.org	1
06/01/2015	CPR	CPR/BLS	American Heart Association	4
08/01/2015	Class A	Test Class	Test Sponsor	4
08/02/2015	Class B	Test class	test	3
08/03/2015	Class C	test	test	2
09/14/2015	Class B	test	test	2
06/16/2016	CPR	test	American Heart Association	5
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06/24/2016	Class A	test	reporting period's hours,	5
			click here. Total Hou	I <b>rs:</b> 50
			Pri	nt CEs for 2016

This will provide a report showing all entries reported for the last reporting period. It will now show all of your information at the top of this page as well as what date the report is generated. You will have access to this information at any time.

### **Continuing Education**

(It will show your name here and your licensing information here)	. 0	Oklahoma State Bo Reporting Year Report Gener	pard of Dentistry 2016 CE Hours ated 09/29/2017 Unofficial
Date of CE Class	Course Title	Instructor Name	Hours
12/11/2013	Test Class	Test Instructor	4
05/15/2015	Intro to Ethics	dentalethics.org	INI
06/01/2015	CPR/BLS	American Heart Association	014
08/01/2015	Test Class	Test Sponsor	4
08/02/2015	Test class	test	3
08/03/2015	test	test	2
09/14/2015	test	test	2
06/16/2016	test	American Heart Association	5
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# **CONTINUING EDUCATION TAB**

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### **ATTESTATION/AFFIDAVIT TAB**

Welcome,

Logout Account Profile

Home / Renew License(s) / Renewal Confirmation / Questions and Affidavit

#### Attestation

\* Indicates a required field. Since the date of your license application or your last renewal:

\* 1. Have you been suspended from practice, reprimanded, censured, or otherwise disciplined or disqualified as a Dentist from any state of licensing jurisdiction or are you currently under investigation?

Yes o No

\* 2. Have you been the subject of ANY disciplinary action by ANY government, jurisdictional, or licensing authority; federal, state or municipal other than speeding tickets?

Yes ONO

\* 3. Have you been convicted of, or pled guilty to, or no contest to any offense related to controlled dangerous substances, a DUI, DWI or APC? • Yes • No

\*4. Has a previous professional license or registration of any type held by the applicant under any name or corporate or legal entity been surrendered, revoked, suspended, denied or placed on probation or is any such action pending?

Yes ONO

\* 5. Have you ever been physiologically or psychologically addicted to controlled dangerous substances, alcohol or another intoxicating substance?
 (a) Yes
 (b) No

Attachment	Uploaded By Date Added	File Size
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#### Affidavit of Dentist

I do hereby attest that all information or statements made on this form(s) or any information g that this is a State of Oklahoma official document and any misrepresentation or fraudulent sta set forth by the Oklahoma State Dental Act 59 O.S. § Section 328.32(A), as well as other laws education reporting period began on July 1, 2016 and will end on June 30, 2019. During this t PLEASE SLOW DOWN AND READ THE QUESTIONS YOU ARE ANSWERING AS WELL AS THE AFFIDAVIT YOU ARE UNDERSTANDING AND AGREEING TO.

FAILURE TO DISCLOSE ANY BACKGROUND INFORMATION COULD RESULT IN A DELAY OF PROCESSING YOUR RENEWAL AND REQUIRED APPEARANCE AT THE NEXT REGULARLY SCHEDULED BOARD MEETING.

understand the requirement that I must be certified in a CPR course provided by the American Heart Association/health care provider or the American Red Cross/professional rescuer at least once from July 1, 2016 - June 30, 2019, and that I am responsible for providing documentation of said certificate. I also must have an ethics course from July 1, 2016 - June 30, 2019.

I understand and agree to the Affidavit above.

Continue To Payment Cance

PLEASE NOTE THIS IS ASKING YOU SINCE THE DATE OF YOUR APPLICATION OR LAST RENEWAL. IF YOU HAVE PREVIOUSLY REPORTED ANYTHING TO THE BOARD, YOU DO NOT NEED TO CONTINUE TO REPORT IT EACH YEAR. PLEASE CALL OUR OFFICE IF YOU HAVE ANY QUESTIONS REGARDING REPORTING "YES" TO THE ABOVE QUESTIONS.

## PAYMENT SCREEN

Home / Renew License(s) / Renewal Confirmation / Questions and Affidavit / Payment Information

Continue



Late Fee Grand Total Logout Account Profile

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### **Payment Information**

#### **Customer Info** Name On Card This page is just sort of a Address 1: "duplication" to allow you to 2920 N lincoln Blvd., Ste. B verify the information you have Address 2: entered. Click "Process Payment" to give the payment information City/Province: State Zip on the next screen. OKC Oklahoma ÷ 73105 Email Address Phone: 405-522-4844 Itemized Costs Item/Description Quantity Unit Price Total Renewal: Dentist \$200 \$200 1 \$200 Subtotal Late Fee Grand Total Process Payment Back Cancel Policies | About Oklahoma's Web Portal | Feedback © 2017 State of Oklahoma

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ONCE YOU COMPLETE THE PAYMENT PORTION, YOU HAVE COMPLETED YOUR ONLINE RENEWAL. A RECEIPT WILL AUTOMATICALLY GENERATE- DO NOT CLOSE IT OUT WITHOUT SAVING OR PRINTING. THIS IS YOUR CONFIRMATION THAT YOUR RENEWAL WAS COMPLETED.

ONLINE RENEWALS USUALLY GET PROCESSED WITHIN 1 WEEK OF THE RENEWAL. PAPER APPLICATION RENEWALS COULD TAKE 2-4 WEEKS TO PROCESS. BEFORE CALLING THE OFFICE, PLEASE VISIT THE LICENSE VERIFICATIONS TAB OF OUR WEBSITE TO CHECK THE EXPIRATION DATE OF YOUR LICENSE OR VERIFY THAT YOUR PAYMENT HAS CLEARED. THIS IS CONFIRMATION THAT THE BOARD OFFICE HAS RECEIVED/PROCESSED YOUR RENEWAL.

IF YOU HAVE ANY QUESTIONS, PLEASE VISIT OUR WEBSITE AT <u>www.ok.gov/dentistry</u> OR CALL OUR OFFICE AT 405-522-4844.

