

**Commonly Asked Questions About the New Dental Assistant Registration Requirement from SB 684 that went into effect July 1, 2013.**

**The New Law Requires ALL dental assistants to register for a permit even if they do not have any expanded duty permits.**

a. If you have an assistant that has a CURRENT expanded duty permit sent from the Board that is marked 2013 dental assistant permit for coronal polishing, sealants or ASSISTING in the administration of nitrous oxide, they are already registered and do not need to re-register as a dental assistant. If we get an application from someone that has a current valid permit, we are crediting it for next year's permit and sending them a 2014 permit. Below is an example of a 2013 dental assistant permit.

SUSAN ROGERS, ESQ.  
Executive Director

OKLAHOMA BOARD OF DENTISTRY

MARY FALLIN  
Governor

THIS IS TO CERTIFY THAT THE UNDERNOTED HAS PAID THE ANNUAL REGISTRATION FEE REQUIRED BY LAW FOR THE YEAR 2013 AND IS ENTITLED TO PRACTICE AS A:

**DENTAL ASSISTANT**

PERMIT NUMBER: DA9999

Jane P. Doe  
2222 N. Lucky Lane  
OKC, OK 73120

The following are the eligible Dental Assistant functions:

YES	Radiation Protection and Safety
NO	Coronal Polishing and Topical Fluoride
NO	Placement of Pit and Fissure Sealants
NO	Assisting in the Administration of Nitrous Oxide

EXPIRATION DATE: DECEMBER 31, 2013  
THIS PERMIT MUST BE DISPLAYED AT ALL TIMES

b. If your dental assistant only had a radiation expanded duty permit, they are not currently “registered” with the Board and they will need to fill out the dental assistant application and submit it as soon as possible.

c. The dental assistants will not be able to register on the online system unless they are currently permitted for 2013 because they are not included on the database. If this is the first time they are applying for a permit, they must print off the form from the website and send it in with original signatures and documentation as requested.

d. Each dental assistant will have a permanent assigned dental assistant permit number. This helps us and the assistants keep track of their registrations over time and is used easily for reference.

e. Expanded duties; We do not accept expanded duty certificates for assistants that are not already registered as a dental assistant without the dental assistant

permit form. Please make sure both forms are filled out when sending in an expanded duty permit. If your dental assistant already has a permit, have them attach a copy of their current permit or make sure their current information and Dental Assistant Permit number is on the certificate before sending it to the Board. We are returning any certificate received without the Dental Assistant Registration. The forms for a dental assistant are on the website.

f. Each expanded duty certificate/function has a one-time fee of \$10.00 and is thereafter included on the dental assistant permit. The Dental Assistant permit has a yearly renewal fee of \$50.00.

g. For some unknown reason there are a lot of dental assistants that believe that a dental assistant permit is like a driver's license and their permit from another state is valid in Oklahoma. That is simply not true. Each assistant working in Oklahoma must have a permit issued from the Oklahoma Board of Dentistry. In some circumstances, expanded duty functions earned in other states will be given credit, however they must be reviewed by the Committee for Auxillary Education appointed by the Board. Before hiring a new assistant, be sure to ask if they have a permit from the Oklahoma Dental Board to provide the expanded duty functions, in addition to asking what functions they can perform. Please check our website to see a list of currently registered assistants.

h. At least two other boards including the chiropractic board also permitted assistants this year that were not previously permitted. There are several reasons for this, but primarily it is due to insurance companies denying claims for the other occupations, obamacare and other changes in the medical field.

i. The law went into effect on July 1, 2013. If the new registration had not gone into effect in July, it would have been November, then everyone would have only had one month to get registered. We are required to have an audit every three years. Unfortunately, the Board does not have the authority to pro-rate fees. When the auditor reviews our files they will look at the number of permits issued and expect the full amount for each permit to equal.

j. If you have assistants that haven't been registered for years but have additional expanded duty permits, please tell them not to be afraid to call us. They have two choices, pay the back years fees, or retake the expanded duty class and start over. Our goal is for everyone to come into compliance.

k. Unless there is an issue, we have been able to process these relatively quickly, in most cases 3 days. However, there are mail issues arriving and departing which adds time.

l. Please remember, dental assistants with expanded duties for coronal polishing may do coronal polishing but NOT prophylaxis. Dental assistants with expanded duties for assisting in nitrous oxide may ASSIST but may not ADMINISTER nitrous oxide. Both of these are frequently confused by dental assistants that call the Board office so please clarify these things with your assistants.

The Dental Board has moved: Our new address is:

Oklahoma Board of Dentistry  
2920 N. Lincoln Blvd., Suite B  
Oklahoma City, Oklahoma 73105  
(405) 522-4844