



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
Board of Dental Examiners
7 Eagle Square, Concord, NH 03301-4980
Phone: 603-271-2152

Dentists - Inactive to Active Status

In order to change your dental license status from inactive to active, you must do the following:

- Submit a written request to the Board, with **current** contact information (including home address and phone number, work address and phone number, and primary email address).
- Indicate in your request the date you last practiced dentistry:
 - If you have not been practicing for 3 years or less, you must submit evidence of current continuing education equivalent to 20 hours per year (**or a total of 40 hours in a biennium**).
 - If you have not been practicing for more than 3 years but less than 5 years, you must submit evidence of current CE's and completion of a refresher course.
 - If you have not been practicing for 5 years or more, you shall pass the entire ADEX exam, including a periodontal/scaling exam, within 6 months prior to license activation.
- Pay the difference in registration fee from inactive to active. A certified check or money order made payable to "TREASURER, STATE OF NEW HAMPSHIRE". Refer to our fees page for amount (fees are non-refundable): [Board of Dental Examiners License Fees | NH Office of Professional Licensure and Certification](#)
- Submit letters of good standing from any other state(s) where you have ever held a license, whether active or inactive.
- NH and Federal background check: go to <https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/2022-01/how-to-obtain-cbc.pdf> for instructions on obtaining a background check. (hyperlinked here: [how-to-obtain-cbc.pdf \(nh.gov\)](#)).
- Submit proof of continuing education (40 hours) taken within the 2 years immediately preceding the application, including current BLS-HCP certification. Acceptable BLS-HCP courses are those which have a hands-on component and are sponsored or approved by one of the entities listed in Den 403.07(b). Proof of continuing education means copies of the certificates of attendance.
- In addition, two (2) hours of continuing education in infection control is also required. An online infection control course is acceptable.
- **When you submit your CEU certificates, you must provide information as to 1) whether the course was taken online or in person; and 2) whether you successfully completed a test as part of the course. Only those courses sponsored or approved by one of the entities listed in Den 403.07 are acceptable. Only those courses which were completed within the 2 years immediately preceding the application are acceptable.**
- Once you have an active NH dentist license, you may be applying for a DEA#. If the DEA# is associated with your NH license, you are obligated to notify the Board and provide your DEA # and register with the NH Prescription Drug Monitoring Program (PDMP). You can apply for a DEA # through the Federal Drug Enforcement Agency (DEA) online at <https://apps.dea diversion.usdoj.gov/webforms2/> if:
 - (a) It is your first DEA number; or
 - (b) You are requesting an additional DEA # because you will be prescribing controls in more than one state; or
 - (c) You are moving to NH, you can transfer a current DEA # from one state to New Hampshire, all from the above website.
- Effective September 1, 2016, if you have a United States Drug Enforcement Administration (DEA) license number, you shall have completed 3 contact hours of free appropriate prescriber's regulatory board-approved online continuing education or pass an online examination, in the area of pain management and addiction disorder or a combination. Verification of successful completion of the

examination or of the required continuing education shall be submitted to the Board. Please see RSA 318-B:40.