

Harvard Dental Center Credentialing Requirements

Congratulations on your acceptance to Harvard School of Dental Medicine (HSDM)! There are several credentialing requirements that need to be completed before you are permitted to see patients in the Harvard Dental Center.

It is important to understand that the credentialing process can be delayed if not all of the requirements are met and ready to be submitted. **Some insurance companies can take an average of 90-120 days to process a new provider application in the Harvard Dental Center.** Therefore, it is imperative to know that it is your responsibility to prepare the correct documents as soon as possible to ensure that both the credentialing and insurance processes run smoothly. ***International students, especially those who do not have a social security number, are highly encouraged to come to the United States two-to-three weeks prior to orientation to begin the process in order to prevent delays. Domestic students are required to obtain their dental license prior to orientation.***

The requirements necessary for the credentialing process will be listed in the flow chart in Part II of this document and it is encouraged that you get started on the credentialing process as soon as possible. Please note that if you are a recent dental school graduate or a fully licensed dentist in the U.S., the majority of initial credentialing steps listed below can be completed prior to matriculation.

Students who are enrolled in non-clinical programs such as Dental Education, Dental Public Health, and the Research Academy are required to be credentialed by the Harvard Dental Center for liability purposes. Non-clinical students will not be permitted in the clinic for observation.

All students will need to obtain a social security number (if you do not have one already), a dental license, National Provider Identification (NPI) Number, Massachusetts Controlled Substance certificate, Drug Enforcement Administration (DEA), a record of immunizations, Malpractice Coverage, Cardiopulmonary Resuscitation (CPR) Certification, and four modules of online training as part of the credentialing process.

Please select the category that applies to you and complete the following accordingly; please refer to Part II of the document:

***Full License**

Students who are eligible to apply for full licensure within Massachusetts are required to do so in order to practice in HSDM's clinic. Fully licensed students have been in practice in the U.S. prior to matriculation. You are eligible for full licensure in Massachusetts if:

You have a dental degree from a CODA accredited institution* or have passed the CDCA (Commission of Dental Competency Assessment) within the past five years are required to obtain full licensure in Massachusetts. **Note:** Students who have had an unrestricted license in another state which

*This includes Advanced Standing programs from CODA accredited institutions.

Part I

offers reciprocity with Massachusetts are expected to apply for full licensure upon matriculation as well. Students who are practicing in a state that does not offer reciprocity for Massachusetts are required to take the CDCA.

Students who have graduated from a U.S. dental school within the past six months who are not licensed in the state of Massachusetts are eligible for a full license in Massachusetts.

Students who recently graduated from a CODA accredited institution* are eligible for full licensure and required to obtain full licensure in Massachusetts. Students who recently graduated from dental school in another state and do not have a Massachusetts license are required to take the CDCA or have reciprocity in another state that allows you to apply for a Massachusetts license.

***Limited License**

Students who have graduated from a dental school from outside the U.S. and are not licensed in Massachusetts.

Incoming students who attended dental school outside of the U.S. are eligible for a limited license in the state of Massachusetts. **These students cannot begin the licensing process until they come to campus for orientation.** *This does not include students who have completed an advanced standing program.* Please communicate with the Office of Clinical Affairs as the Office will provide you with the correct signatures to move forward with obtaining your license in order to practice in the clinic, as described in Part II.

Other Information

- The WREB (Western Regional Examining Board) and DSE (Diagnostic Skills Exam) is also accepted for Massachusetts Licensure in place of the CDCA. Please check the information with MA Board of Registration in Dentistry at <https://www.mass.gov/dental-licenses>
- There is a substantial financial cost to completing the entire credentialing process. If you are taking out student loans at HSDM, please consider adding this into your budget for requesting financial aid for your first semester.
- If you have any questions about the credentialing process, please contact Myra Majewski at 617-432-6188 or Yves De Jesus at 617-432-1406, or via email at hsdm_credentiaing@hsdm.harvard.edu

Clinic Scrub Policy

The Harvard Dental Center requires students and staff to wear scrubs in the clinic and in the labs. **AGE students are required to wear Navy Blue scrubs in the clinic and in the labs. You have the option to put HSDM's logo and program name under the logo on your scrubs.** The scrubs can be ordered via your AGE Program administration upon your enrollment. Please contact your AGE Program Director for more information on ordering and fees.

*This includes Advanced Standing programs from CODA accredited institutions.

Flow Chart for Credentialing Process: Step-by-Step Instructions

- 1) Pick up a letter in person from Registrar Services at Suite 030, providing proof of HSDM's Registration for international students *
 - Please reach out to registrar_services@hsdm.harvard.edu to request a letter providing proof of your registration as an HSDM student for the purpose of obtaining a Social Security Number (SSN). You will need to provide this letter with your SSN application.
- 2) Make appointment with our Harvard International Office through our website - <http://www.hio.harvard.edu/registration-orientation> - This is where you can meet with representatives to ask any questions and obtain any information regarding the necessary documents for your Social Security Number application *
- 3) Apply for Social Security Number * - <https://www.ssa.gov/forms/ss-5.pdf> - ***Students who do not already have a SSN, please keep in mind that you must be in the country for 10 days before applying for a SSN. It is highly encouraged to come to the United States two-three weeks prior to complete steps 1 and 2.***
- 4) Immunization records – An email and attachments will be sent out by our Registrar containing the necessary information in March.
- 5) Obtain an examination and signed statement from your primary care physician, physician's assistant, or nurse practitioner that you are medically cleared to practice dentistry in Massachusetts. This must be done prior to orientation and all documents must be in English. Those who do not have a primary physician in the United States, may make an appointment at the Medical Area Health Service of Harvard University Health Services (617-432-1370) for the physical exam and clearance letter **after July 31, 2023.**
- 6) Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS) Certification – During the orientation (or in the coming weeks that follow orientation), students will be trained in BLS and will receive their certificate.
- 7) **Complete assigned online training modules – You will be receiving automated system generated links to four online training modules.** Towards the beginning of your matriculation, these system-generated links will be sent to your HSDM email account with links to the four (4) required annual online training modules. You will need your HSDM email and HarvardKey to access these trainings: Harvard Dental Center Safety and Infection Control Training (HSDM), Health Insurance Portability and Accountability Act (HIPAA) Overview (HSDM), Information Security (HSDM), and Workplace Civility (HSDM). Please complete these trainings at your earliest convenience.
- 8) Apply for your dental license (A or B) – <https://www.mass.gov/dental-licenses>
 - **Please be prepared to have the required documents for your dental license ahead of time**
 - A. Full license - <https://www.mass.gov/how-to/apply-for-a-dental-license>
 - o Application attachments – **All documents must be signed and sealed**
 - Proof of Graduation from a CODA-accredited dental school
 - Original transcript with school seal and conferral date **OR**

*Only applies to international students who will apply for a limited license

Part II

- original signed letter from the Dean or Registrar indicating your date of graduation and degree awarded
- National Board Certification Part I and II
 - Photocopy of your National Board certificate indicating your passing score on all sections of the exam
- Proof of Regional or State Clinical Examination – ***Attachment in email***
- Physician’s Statement
 - Examination and signed statement from your primary care physician, physician’s assistant or nurse practitioner that you are medically cleared to practice dentistry
- Documents of Certifications (Completed at orientation)
 - Current certification in American Red Cross Cardiopulmonary Resuscitation/Automated External Defibrillation (CPR/AED) for the Professional Rescuer **OR** current certification in American Heart Association Basic Life Support for Healthcare Providers (BLS)
- Massachusetts Dental Ethics and Jurisprudence Exam
 - Answer Sheet - <https://www.mass.gov/how-to/request-a-copy-of-the-dental-ethics-and-jurisprudence-exam>
- **Please check to see if any of the following requirements apply to you and provide any necessary documentation**
 - Letters of Standing
 - Official verification of professional licensure from each state or jurisdiction in which you now hold, or have ever held, a license
 - The official letter must include the current status of your license, license number, the official seal and signature of the jurisdiction’s licensing Board, and any disciplinary action taken
 - A photocopy of a license is not acceptable
 - A copy of a screen shot from the jurisdiction’s Licensing Board website is also not acceptable
 - Practice History
 - If you have ever practiced dentistry in another jurisdiction or state, please include an up-to-date resume, curriculum vitae or practice history
 - National Practitioner Data Bank Self-Query
 - Attach if you have ever held a professional healthcare license in the United States
 - To request a self-query please contact the Data Bank at (800) 767-6732 or visit <https://www.npdb.hrsa.gov/>
 - The Data Bank will mail the report to you. A copy of the original NPDB report is acceptable
 - Criminal Offender Record Information (CORI) Acknowledgment Form
 - This must be signed in person during orientation

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Part II

- The BPHL employee or notary public must verify your identity through acceptable identification
- Other requirements for students applying for a full license
 - Photo of yourself
 - Attach a color photograph, passport-sized (2" x 2" or larger)
 - Good moral standing
 - Signatures from two licensed dentists who are familiar with your character and quality
 - The dentists do not need to be licensed in Massachusetts
 - Immediate family members or close relatives can't sign as to your quality and character
 - Affidavit
 - You must sign the affidavit on the application and have it witnessed by a Notary Public
 - Fee for Initial Dental License
 - Make personal check, business check, or money order payable to the Commonwealth of Massachusetts
- B. Limited license** – You will need to bring the following paperwork to orientation for review - <https://www.mass.gov/how-to/apply-for-a-limited-dental-intern-license>
 - Application attachments – ***All documents must be signed and sealed***
 - Proof of Graduation
 - Original transcript with school seal and conferral date **OR** original signed letter from the Dean or Registrar indicating your date of graduation and degree awarded
 - Foreign trained dentists require an original transcript from your foreign dental school indicating your date of graduation and degree awarded; if the transcript is not in English, we require an official translation into English
 - Physician's Statement –
 - Examination and signed statement from your primary care physician, physician's assistant, or nurse practitioner that you are medically cleared to practice dentistry
 - Documents of Certifications – (completed at orientation)
 - Current certification in American Red Cross Cardiopulmonary Resuscitation/Automated External Defibrillation (CPR/AED) for the Professional Rescuer **OR** current certification in American Heart Association Basic Life Support for Healthcare Providers (BLS)
 - Massachusetts Dental Ethics and Jurisprudence Exam
 - Answer Sheet - <https://www.mass.gov/how-to/request-a-copy-of-the-dental-ethics-and-jurisprudence-exam>
 - English Language Proficiency
 - If your dental degree is from a dental school whose curriculum, including textbooks, was conducted in a language other than English, then you must also include **proof** of a minimum passing

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score on the TOEFL exam. Please be aware that any applicant whose native language is not English is required to submit TOEFL scores from a test taken within the past two years. The minimum acceptable overall score is 95, with subcategory score minimums of Reading 21, Listening, 17, Speaking 24, and Writing 25.

- **Please check to see if any of the following requirements apply to you and provide any necessary documentation**
 - Criminal Offender Record Information (CORI) Acknowledgment Form
 - This must be signed in person during orientation
 - The BPHL employee or notary public must verify your identity through acceptable identification
 - Letters of Standing
 - Official verification of professional licensure from each state or jurisdiction in which you now hold, or have ever held, a license
 - The official letter must include the current status of your license, license number, the official seal and signature of the jurisdiction's licensing Board, and any disciplinary action taken
 - A photocopy of a license is not acceptable
 - A copy of a screen shot from the jurisdiction's Licensing Board website is also not acceptable
 - Practice history
 - If you have ever practiced dentistry in another jurisdiction or state, please include an up-to-date resume, curriculum vitae or practice history
 - National Practitioner Data Bank Self-Query
 - Attach if you have ever held a professional healthcare license in the United States
 - To request a self-query please contact the Data Bank at (800) 767-6732 or visit <https://www.npdb.hrsa.gov/>
 - The Data Bank will mail the report to you. A copy of the original NPDB report is acceptable
- Other requirements for students applying for a limited license
 - Photo of yourself
 - Attach a color photograph, passport-sized (2" x 2" or larger)
 - Good moral standing
 - Signatures from two licensed dentists who are familiar with your character and quality
 - The dentists do not need to be licensed in Massachusetts
 - Immediate family members or close relatives can't sign as to your quality and character
 - Affidavit
 - You must sign the affidavit on the application and have it witnessed by a Notary Public
 - Employment

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Part II

- Please note you must secure employment as a dental intern or full-time faculty member before applying for a limited license
- Fee for Limited Dental License
 - Make personal check, business check, or money order payable to the Commonwealth of Massachusetts

Note: When the information listed above is completed in order and submitted to the Office of Clinical Affairs, the credentialing process can begin. If the documents are not completed in advance of your arrival to HSDM, this will severely delay your ability to see patients.

- 9) **NPI number with Massachusetts address; must supply taxonomy code 122300000x - <https://nppes.cms.hhs.gov/#/>** - The National Provider Identifier (NPI) Number is a unique identification number for covered health care providers. Covered health care providers, health plans, and health care clearinghouses use the NPIs in the administrative and financial transactions adopted under HIPAA. The number is the identification for the health care provider to be used rather than a social security number. This applies for both domestic and international students.
- 10) Provide proof of Massachusetts Opioid Training (training can be completed prior to matriculation) – <https://www.scopeofpain.org/core-curriculum/online-training/>
- 11) Massachusetts Controlled Substance Certificate - <https://www.mass.gov/how-to/apply-for-or-renew-a-physician-dentist-advanced-practice-nurse-practitioner-physician>
- 12) Drug Enforcement Administration form with Massachusetts address - <https://apps.dea.diversion.usdoj.gov/webforms>
- 13) Copy of 10-year claims history from your professional liability carrier (If applicable)
- 14) Completed CRICO application (professional liability carrier) - **this will be provided in advance of the orientation. In order for us to submit, you need to have an NPI and dental license number.**

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Only for groups* noted below, these are the most important/initial items we need from each of you in this order:

1. **Book an Initial Info-Gathering appointment** with Clinical Affairs Team via [Calendly](#). The sooner, the better! Appointments begin 2/27/23.
2. **Apply for NPI # and a MA License #** (for full License [click here](#); for limited license [click here](#)).
3. **Send Myra your CV now**, so we can have your background and demographics. Also, send us your local/Boston address once you have that.
4. **Apply for Mass Controlled Substance Registration (MCSR)**. You can only apply after MA License is issued.
5. **Drug Enforcement Administration Certificate (DEA) is the last piece**. It can only be obtained after MCSR is issued, and we will allow you to use the school DEA initially for credentialing. You make apply for your own DEA if you wish. The use of a school DEA is temporary for in-house use and cannot be used outside of HDC/HSDM.

If you have any questions about the clinical credentialing process, please contact Myra Majewski myra_majewski@hsdm.harvard.edu at 617-432-6188 or Yves De Jesus yves_dejesus@hsdm.harvard.edu at 617-432-1406.

*These are the only groups/students Myra needs to meet with. Those **fully credentialed** by HDC/HSDM:

- o Endo
- o Implant, ITI Fellows
- o Ortho
- o Perio
- o Prosth

AND those **partially** credentialed by HDC/HSDM:

- o DPH, Geriatric, Dental Education, Oral Pathology, Oral Medicine, and the AEGD program

Myra does not need to meet with the rest of the groups as they are credentialed outside of HDC/HSDM.

Regional and State Clinical Examination Requirements – Updates for 2023

The Massachusetts Board of Registration in Dentistry (Board) requires applicants for licensure in dentistry and dental hygiene to submit proof of a passing score on one of the following examinations:

- ADEX (as administered by CDCA-WREB and CITA) **
- Florida State Board of Dental Examiners
- Nevada State Board of Dental Examiners
- Central Regional Dental Testing Service (CRDTS) **if taken prior to July 1, 2009**
- Southern Regional Testing Agency (SRTA) **if taken between Jan. 1, 2013 and Aug. 9, 2015**

OR

Successful completion of the CDCA DSE (Diagnostic Skills Exam) for dentists or the CDCA CSCE (Computer Simulated Clinical Exam) for dental hygienists **plus** the successful completion (a minimum score of 75% on EACH SECTION) of a Board-recognized state clinical examination OR a clinical examination administered by one of the following:

- Central Region Dental Testing Service (CRDTS) **if taken on or after July 1, 2009**
- Southern Regional Testing Agency (SRTA) **if taken prior to Jan. 1, 2013 or after Aug. 9, 2015**
- Southern Regional Testing Agency (SRTA) **Dental Hygiene Exam**

** Licensure applicants submitting ADEX **dental** exam scores: the Board will accept a passing score on the manikin-based operative section of the CDCA-WREB and CITA exams as an alternative to a passing score on the traditional patient-based operative exam. For the 2023 exam cycle, the Board will require a candidate taking an ADEX exam to challenge the optional periodontics and prosthodontics sections.

** Licensure applicants submitting ADEX **dental hygiene** exam scores: the Board will accept a passing score on the manikin-based CDCA-WREB and CITA dental hygiene clinical competency exams as an alternative to the traditional patient-based exam.

Effective March 1, 2023.