



# STATE OF IOWA

## IOWA DENTAL BOARD

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### **New Online Services Now Available!**

The Iowa Dental Board office is pleased to announce the availability of its new online services database! The following e-government services are offered through the Board's website at [www.dentalboard.iowa.gov](http://www.dentalboard.iowa.gov):

- *Submit an application online*
  - Apply for a license, registration, and permit;
  - Submit an application for renewal;
  - Submit changes of address online, which will update to the database in real time;
  - Submit an application to reinstate a license;
  - Submit an application for continuing education sponsor or course approval;
  - Check the status of your application.
- *Pay application renewal fees, and for other purchases conveniently with a credit card*
- *Renew your license or registration online*

The new system allows you to review, submit and track the status of your renewal online

For a dental assistant registration/radiography qualification expiring on August 31, 2013

  - Renew a dental assistant registration and/or radiography qualification
  - Apply for your initial dental assistant registration AND renew at the same time (if w/in 3 months of the renewal due date)

For a license or permit expiring on August 31, 2013

  - Renew a dental hygiene license and local anesthesia permit
  - Apply for your initial dental hygiene license AND renew at the same time (if w/in 3 months of the renewal due date)
- *Find a dentist, dental hygienist or dental assistant (search by name, county, city)*
- *Use the search function to check if a licensee has ever been formally disciplined*
- *Purchase rosters and mailing lists, dental assistant trainee manuals, duplicate certificates and more online.*

## **How to use the new online system**

The first time you visit the public portal of the licensing database, <https://eservices.iowa.gov/PublicPortal/Iowa/IDB/common/index.jsp>, you will be asked to create an online account to utilize a number of the online services. Follow the instructions on the website to create a user account. The instructions will walk you through the process of creating a user account. Please note: you must provide a valid email address to create a user account with the online licensing database.

## **\*IMPORTANT INFORMATION RE: LICENSE NUMBERS**

All new licenses will be issued with a prefix that identifies the type of license.

- ❖ For a *dental license*, the format is: DDS-12345
- ❖ For a *dental hygiene license*, the format is: RDH-12345
- ❖ For a *dental assistant trainee*, the format is: T-12345
- ❖ For a *dental assistant registration*, the format is: RDA-12345
- ❖ For a *dental assistant registration and radiography qualification* the format: QDA-12345
- ❖ For a *resident dental license*, the format is: RES-12345
- ❖ For a *faculty dental license*, the format is: FAC-12345
- ❖ For a *local anesthesia permit*, the format is: LA-1234
- ❖ For a *moderate sedation permit*, the format is: MS-12345
- ❖ For a *general anesthesia permit*, the format is: GA-12345

All existing license numbers will be revised to add the appropriate prefix to identify the license type

- ✓ Remember to add the prefix to your license/registration/permit number whenever you are asked to provide a license number. Your current number, with the prefix, is the number the Board office will use to verify a license.