

Requirements for Employment

Dentist

Qualifications

- North Carolina DDS or DMD license in the state in which graduated or the ability to obtain licensure upon graduation.

Dentists email:

- A copy of current CV.
- A copy of your social security card.
- A copy of your Alien Registration Receipt Card (green card) if you are a lawful permanent resident.
- A copy of your current driver's license.
- A copy of your Hepatitis B immunization records
- Names and contact numbers three professional references (former employers, instructors). Please include the email & phone numbers, if possible.
- A copy of your current North Carolina dental license renewal. Please send your Annual renewal and CE's.
- A copy of your DEA certificate.
- A copy of your malpractice insurance.
- NPI number.
- Medicaid number, if you have one.
- Front and Back of your CPR card from a hands on course.

Dental Hygienist

Qualifications

- Must be licensed in NC.

Hygienists should send:

- A copy of a current resume.
- A copy of your social security card.
- A copy of your Alien Registration Receipt Card (green card) if you are a lawful permanent resident.
- A copy of your driver's license.
- A copy of your Hepatitis B immunization records.
- Names and contact numbers of three professional references (former employers, instructors). Please include email & phone numbers, if possible.
- A copy of your current OSHA and CPR/AED.
- A copy of your current North Carolina hygiene license renewal. Please send your Annual renewal and CE's.

- **Dental Assistant II**

Dental Assistants should send:

- Your current resume.
- A copy of your social security card.
- A copy of your Alien Registration Receipt Card (green card) if you are a lawful permanent resident.
- A copy of your driver's license.
- A copy of your Hepatitis B immunization records.
- Names and contact numbers of three professional references (former employers, instructors). Please include the email & phone numbers, if possible.
- A Copy DANB certificate, if you have it.
- Your diploma from an ADA accredited school
- If you are a **DAI**, we will need:
 - Proof from DDS on letterhead stating that you have completed full time employment and experience as a chair-side assistant for 2 years (3,000 hours) of the preceding five, which during the period you were trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist;
 - A Copy of your x-ray certification that meets the North Carolina requirements and
 - Record of your completion of a three hour course in sterilization and infection control (OSHA) and
 - Record of your completion of a three house course in dental office emergencies.
- A copy of your coronal polishing certificate.
- A copy of your OSHA certification.
- A copy of your CPR card
- A copy of your Nitrous Oxide certification