MAINE BOARD OF DENTAL PRACTICE
Delegation of Application Reviews and Other Matters to Chairs and Board Staff – effective November 14, 2025

LICENSE/AUTHORITY/PERMIT TYPE	INITIAL LICENSURE/PERMIT	RENEWAL/REINSTATEMENT
Dental Hygienist	• Staff review	• Renewals - staff review • Reinstatements – staff review
Dental Hygiene Authorities		
Local Anesthesia	• Staff review	• N/A
Nitrous Oxide Analgesia	• Staff review	• N/A
Independent Practice Dental Hygiene	• Staff review	• N/A
Public Health Dental Hygiene	• Staff review	• N/A
Dental Therapy / Provisional and Agreements	• Staff review	• N/A
Dental Radiographer	• Staff review	• Renewals - staff review • Reinstatements – staff review
Dentists, Limited, Resident	• Staff review	• Renewals - staff review • Reinstatements – staff review
Denturists	• Staff review	• Renewals - staff review • Reinstatements – staff review
Expanded Function Dental Assistants	• Staff review	• Renewals - staff review • Reinstatements – staff review
Faculty	• Staff review	• Renewals - staff review • Reinstatements – staff review
Temporary	• Staff review	• N/A

Delegation Authority to Chairs and Board Staff – November 14, 2025 (cont.)

Sedation Permits & 14 Day Notifications – Chapter 14	• Staff review	• Renewals - staff review • Reinstatements – staff review
Registrations – Chapter 8	• Staff review	• Renewals – staff review
Pending Criminal Charge(s) Board Chair authorized to sign an Interim Consent Agreement to which the licensee agrees to stop practicing pending the outcome of the criminal charge(s). Board staff authorized to file complaint.	• N/A	• N/A
Waiver of Regional Examination(s) Board delegated to staff the ability to waive the regional examination requirements in a reinstatement application if the waiver had been previously granted by the Board.	• Staff review	• Staff review
Previously Disclosed Response(s) Board delegated to staff the ability to approve applications which include disclosures that were previously disclosed, reviewed, and approved by the Board.	• Staff review	• Staff review
WREB Examination Results – Endorsement applications only Board delegated to staff the ability to accept WREB examination results that report an overall passing score if examination was taken prior to score reporting on each individual examination section.	• Staff review	• Staff review

Subpoenas – Issued pursuant to 32 M.R.S. § 18323(10) Board delegated to Executive Director the ability to issue a subpoena in the course of a board investigation only after consultation with a complaint officer and/or assistant attorney general assigned to the board. The Executive Director may seek to compel compliance and remedial sanctions and may initiate contempt proceedings with the advice and assistance of the Board's assistant attorney general.	• N/A	• N/A
Student Loan Default Disclosure(s) Board delegated to staff the ability to approve applications which include student loan default disclosures that include a statement regarding efforts to repay/payment plan.	• Staff review	• Staff review
Inactive to Active Licensure status request(s) Board delegated to staff the ability to approve requests in accordance with Board Rule, Chapter 13.	• N/A	• Staff review
Incomplete applications Board delegated to staff the ability to administratively close applications that exceed the statutory time limit.	• N/A	• N/A

Request to withdraw application Board delegated to staff the ability to grant requests for withdrawal barring any disclosures requiring review.	• N/A	• N/A
Reinstatement applications w/disclosures of unlicensed practice. All licensure categories of practice except for sedation permits.* Board delegated to staff the ability to relicense otherwise qualified individuals who have disclosed unlicensed practice. The delegation includes authorizing board staff, in coordination with the Office of the Attorney General, to initiate a complaint, and to offer the licensee a consent agreement to resolve the technical violation. If the licensee does not accept the consent agreement, the matter will be set for an adjudicatory hearing.	• N/A	• The terms of the consent agreement include: a) Admission; b) Warning; and c) Payment of $50.00 civil penalty to be paid within 90 days. (Note: $500.00 civil penalty for dentists.)
Criminal conviction; disclosed Board delegated to staff the ability to issue a license to an otherwise qualified applicant who has no conviction for either a potentially disqualifying crime, or a crime related to substance use or misuse. Board staff will consult with the Office of the Attorney General regarding the criminal conduct disclosure.	• Staff review	• Staff review
HIPAA Attestation Board delegated to staff the ability to attest to the requirements within the HIPAA Privacy Rule related to reproductive health care at 45 C.F.R. § 164.509 when seeking patient health information pursuant to § 164.502.		

Criminal conviction; failure to disclose Board delegated to staff the ability to issue a preliminary denial and offer the applicant a consent agreement in consultation with the Office of the Attorney General to resolve a violation of 32 M.R.S. § 18325(1)(A). This limited delegation applies only to convictions that are neither potentially non-qualifying crimes, nor crimes related to substance use or misuse.	• The terms of the consent agreement include: a) Admission; b) Warning; and c) Payment of $50.00 civil penalty to be paid within 90 days. (Note: $500.00 civil penalty for dentists.)	• The terms of the consent agreement include: a) Admission; b) Warning; and c) Payment of $50.00 civil penalty to be paid within 90 days. (Note: $500.00 civil penalty for dentists.)
Criminal conviction; failure to report within 10 days Board delegated to staff the ability to issue a preliminary denial and offer the applicant a consent agreement in consultation with the Office of the Attorney General to resolve a violation of 10 M.R.S. § 8003-G(2). This limited delegation applies only to convictions that are neither potentially non-qualifying crimes, nor crimes related to substance use or misuse.	• The terms of the consent agreement include: a) Admission; b) Warning; and c) Payment of $50.00 civil penalty to be paid within 90 days. (Note: $500.00 civil penalty for dentists.)	• The terms of the consent agreement include: a) Admission; b) Warning; and c) Payment of $50.00 civil penalty to be paid within 90 days. (Note: $500.00 civil penalty for dentists.)
Request financial records; adjudicatory hearing proceedings If an applicant/licensee at hearing wishes to prove the inability to pay costs, then Board staff will need to obtain certain financial records in advance of the hearing. Failure to produce such records within a defined timeframe may subject the applicant/licensee to discipline pursuant to 32 M.R.S. § 18325(1)(M).	• N/A	• N/A

Docket informal and formal complaint investigations Board staff is authorized to docket informal and formal complaint investigations pursuant to 10 M.R.S. § 8003-A(2) in consultation with a complaint officer and/or assistant attorney general assigned to the board.	• N/A	• N/A
Requests to amend renewal from "Active" to "Inactive" Board delegated to staff the authority to approve amended renewal applications in which a licensee is seeking "Inactive" status on the condition that no other disclosure requires Board review.	•	•
Pending Complaints Board staff is authorized to determine if a pending complaint describes a violation of law or rule that is not within the authority of the board, in consultation with an assistant attorney general assigned to the board.	•	•

*Note: At its March 13, 2020 meeting, the Board voted to authorize board staff to assess incremental civil penalties for each year of unlicensed practice not to exceed three years for consent agreements involving unlicensed practice.