

Guide to Renewing Your Dental License

What you need to renew your license:

- Your Health Professions Profile username and password
- Your DORA login username and password
- A credit card or bank routing number

What's new for 2014?

Update Your Health Professions Profile Form

Starting with the 2012 license renewal, all dentists were required to complete a disclosure profile form. This form must be kept up to date, and you are required to attest to its accuracy as part of the renewal process. Before starting your license renewal, be sure to login and review your Health Professions Profile form to ensure it is up to date. [Click here](#) to access your profile form.

Note: For help with your Health Professions Profile login, contact dora_dpo_hppp@state.co.us.

1. Once you have logged in, look under your license information where the "Current" version of your Health Professions Profile will be linked. See below. Click on the link to the current version of your profile to get started.

Status	Issued	Last Renewed	Expires
Active in Renewal	07/13/2011	03/01/2012	02/28/2014


Address: Denver CO, 80237

Version	Status	Date Submitted	Notes
Current (version 1)	Submitted	12/21/2011	

Click on a link above to modify, submit or print a profile

Summary Profile Version: 1		
License:	License # Here	
Status:	Active in Renewal	
Please be aware that this profile is only for your Dentist license. Do not provide information for other license types you hold on this profile. You will be required to complete a profile for every active license you hold that is included in the profiling requirement.		
All information provided in this profile should be updated within 30 days of any change of information unless your profession's statute says otherwise, or unless the question specifies otherwise.		
Step	Profile Section	Response Details
1	✔ Location of Practice	Yes 1
2	✔ Education and Training	Yes 1
3	✔ Other Licenses	Yes 3
4	✔ Board Certifications	No 0
5	✔ Practice Specialties	No 0
6	✔ Colorado Hospital Affiliations	No 0
7	✔ Other Health Care Facilities and Out of State Hospitals	No 0
8	✔ Business Ownership	No 0
9	✔ Employer	No 0
10	✔ Employment Contracts	No 0
11	✔ Disciplinary Actions	No 0
12	✔ Restrictions or Suspensions	No 0
13	✔ Health Care Facility Actions	No 0
14	✔ Termination of Employment	No 0
15	✔ U.S. DEA Registration	No 0
16	✔ Concomitants	No 0
17	✔ Malpractice Claims	No 0
18	✔ Malpractice Carrier Refusal	No 0
19	✔ Optional Narrative	No 0
Profile Submission		
Status: Submitted		
Last Submitted: 12/21/2011 09:25 am		
Last Submitted By: Name Here		
Modify Profile		

2. You will be directed to a page that lists all 19 categories in the Health Professions Profile form. Click the "modify profile" button to review each field and make sure the information provided remains correct.


- Please pay special attention to the new questions asked in Step 1 and Step 2 (pictured with blue icons of a group of people ). We strongly encourage you to provide this requested information to help better document dental workforce supply in Colorado, and help us defend against the addition of new dental provider types in the state.





Location of Practice (Step 1 of 21)

◆ Are you currently practicing in the healthcare profession associated with this profile?

You must enter all locations where you practice the field in which you are licensed. If you are practicing outside of the United States (excluding military bases) only the street address, city, and foreign country are required.

▶ Street Address:
 ▶ City:
 ▶ U.S. State:
 -or- Foreign Country:
 ▶ U.S. Zipcode:
 ▶ Phone Number:


The fields below (marked with ) are being collected per HB 12-1052. These questions will assist the state in assessing the health professional workforce in your community and will effect the distribution of healthcare workforce practice incentives in under served communities. You are not required to complete the below as a part of your profile submission and your responses to the questions below will not be included in the public search of profiles. Your responses will, however, substantially assist the state in improving access to care within your community. Thank you in advance for your willingness to help improve access to healthcare in Colorado.

 Direct face-to-face care (inpatient): average hours per week at this location
 Direct face-to-face care (outpatient): average hours per week at this location
 Telemedicine / Telehealth: average hours per week at this location
 Indirect Patient Care/Collateral Care: average hours per week at this location
 Administrative Activities: average hours per week at this location
 Practice Setting Type at Location:
 Practice Description at Location:

Education and Training (Step 2 of 21)








◆ Please select the school where you obtained the degree used in your profession or the highest level of education received as it pertains to your profession.

If your school or degree is not listed, please select "Foreign Trained" for education outside of the United States or "Other" for a United States school or degree that is not included. You may provide the name of your school in the narrative field.

School or Degree	 Year of Degree
<input type="radio"/> University of the Pacific Arthur A. Dugoni School of Dentistry	

Select an entry from the list above and click "Update Entry" or "Delete Entry" to modify it.

▶ Indicates Required Field

City	Zipcode	Phone	 Weekly Inpatient Hours	 Weekly Outpatient Hours	 Weekly Telemed Hours	 Weekly Indirect Hours	 Weekly Other Hours	 Practice Setting Type	 Practice Setting Desc
80045	(303) 724-5505								

If you need additional information on completing the profile form, click [here](#) to access an article from the Winter 2012 CDA Journal with detailed information on completing the profile form.

Next Step: Renew Your Dental License

Renewing Your License:

Once you have updated your Health Professions Profile Form, the license renewal process should be more straightforward.

Information on renewal fees and additional renewal instructions from DORA can be accessed by clicking [here](#).

Once you are ready to renew your dental license, click [here](#) to begin.

Look for the "login" link at the top right corner of your screen to start the process.



ONLINE SERVICES

- License Lookup**
Lookup a Colorado License
- Licensee List Downloads**
Generate List of Licensed Professionals/Entities

Colorado Division of Professions and Occupations Online Services

Internet Explorer 11 Users: You may experience issues with pages not loading. If so, please [click here](#) and follow the instructions provided for "Page Loading" issues.

If you are an existing licensee and need to renew your license, update your mailing address or otherwise edit your record, please click the "Login" link in the upper right hand corner. **IMPORTANT NOTE:** If you have not logged into Online Services since July 1, 2012 you will need to re-register your account with the Division. To do so, please click the "Register" link in the upper right hand corner of this page.

Submit a New Application Online: Online Applications are currently available for some professions. To create an account with the Division and access the online applications available, click the "Register" link in the upper right corner of this page. If you would like to review some helpful registration instruction videos [click here](#).

Online License Renewal: For step-by-step instructions on how to renew your license online, please [click here](#) and select your license type from the list available. If you would like to review some helpful renewal instruction videos [click here](#).

Healthcare Professions Profiling Program (HPPP): To submit a Healthcare Profile or to search the Healthcare Profile System please [click here](#). Please note: Your user ID and password will be different for the HPPP system than the one you use to access your Online Renewal account.

For technical questions regarding our Online Services or if you experience problems with access to the system, please click this link: [Online Services Help](#). Or you may contact our System Support Unit at: dora_dpo_onlinelicenses@state.co.us. If you have questions about a pending application or other licensing issue, please contact the Office of Support Services at 303-894-7800.

1. After logging in, review the license information listed at the bottom of the screen to ensure that it is correct.

2. If the contact address associated with your license is incorrect, click on the "update your contact information" link on the left side of the screen (the third link listed under "General Activities").

Current Information

Welcome Page | My User Information | My Case Information | My Relationships

Division of Professions and Occupations Online Services

Internet Explorer 11 Users: You may experience issues with pages not loading. If so, please [click here](#) and follow the instructions provided for "Page Loading" issues.

Welcome to the **NEW** Division of Professions and Occupations Online Services! Please use the tabs listed above to review the information that is attached to your user record. You may use the navigation buttons on the left hand side to complete any renewal, address update, verification or any other necessary function.

For full information as to what functions are available and how to use each, please see [Online Services Account Help](#). If you would like to review some helpful instruction videos please [click here](#).

Audiologist, Barber, Esthetician, Hair Stylist, Hearing Aid Provider, Manicurist, Outfitter, Surgical Assistant, & Surgical Technologist licenses with a March 2014 expiration date are not able to renew at this time. This renewal will open approximately six weeks prior to the expiration date. This will be in mid to late February.

For technical questions regarding our Online Services or if you experience problems with access to the system, please click this link: [Online Services Help](#). Or you may contact our System Support Unit at: dora_dpo_onlinelicenses@state.co.us. If you have questions about a pending application or other licensing issue, please contact the Office of Support Services at 303-894-7800.

In accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. By accessing this account, you state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S., that you are the person identified above, or that you are authorized to act on the behalf of such person and that the information contained herein is true and correct to the best of your knowledge. You understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a Professional or Occupational credential.

Name	License Type and Number	Status	Expires	Date of Birth	Email Address	Contact Address
Name Here	DEN.12345678	Active	02/28/2014		Email Here	3690 S Yosemite St Denver, CO 80237

- Once your contact information is correct, click on the “Complete License Renewal” link at the top left corner of your screen to complete the license renewal.

The screenshot shows the DORA website interface. In the top left, there is a navigation menu with a red circle around the 'COMPLETE LICENSE RENEWAL' link under the 'Renewal Activities' section. The main content area is titled 'Current Information' and includes a 'Welcome Page' tab. Below this, there is a section for 'Division of Professions and Occupations Online Services' with various links and notices. At the bottom, there is a table with user information.

Name	License Type and Number	Status	Expires	Date of Birth	Email Address	Contact Address
Name Here	DEN 12345678	Active	02/28/2014		Email Here	3690 S Yosemite St Denver, CO 80237

- You will be asked to complete questions about your U.S. residency status and citizenship. If your answers to questions 1 and 2 are “yes” (indicating you live in the U.S. and are a U.S. citizen), then questions 3-39 should not apply and should be skipped. You will be required to attest that you have updated your Health Professions Profile form and to confirm that you have liability coverage.
- You will finally be given an opportunity to review your license renewal information (again Sections A and B/Questions 3-39 will not apply to most dentists, and will show as “Not Answered” during the review process). You may want to print a copy of the review screen for your records.
- Finally, you will be prompted to pay for your license renewal. Click on “Pay Invoice” at the top of the screen and enter your credit card or banking information. Your license renewal should be complete at this point. Be sure to print a copy of the payment confirmation screen for your records.

Confirm your license renewal:

You can confirm the status of your license renewal at <https://www.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx>. Under “Dental” select the applicable license type and enter your last name. Click on “Detail” next to your name. Once DORA has processed your license renewal, the “Expiration Date” will show as “02/29/2016.”

If you experience technical issues when renewing your license online, please e-mail dora_dpo_onlinelicensures@state.co.us. For all other inquiries regarding your renewal, or if you cannot access online services, call DORA’s license renewal support office at 303-894-2984 or 303-894-7800.

Please Note: The CDA is not responsible for dental licenses and is not directly involved in license renewal; however, we make every effort to inform members about this process, as licensure is a critical piece of your dental practice. We have provided this notice as a member benefit to CDA dentists. If you do not intend to continue practicing dentistry in Colorado, please let us know and we will stop sending you license renewal reminders. If we can be of any further assistance to you in this process, please let us know. During the renewal process, you may experience variations from the information provided.