

From: VIBOARDS LICENSURE <[REDACTED]>

To: [REDACTED], Andrew Buckley <[REDACTED]>, Kurt Buska
<[REDACTED]>, [REDACTED], Gigi
Caines <[REDACTED]>, [REDACTED], Denise Colbert
<[REDACTED]>, [REDACTED], jobyteach
<[REDACTED]>, Jay Last <[REDACTED]>,
[REDACTED], Michael Enloe <[REDACTED]>, "Stanford
L. Fabio" <[REDACTED]>, Whitney Gray <[REDACTED]>, Horace
Griffith <[REDACTED]>, [REDACTED],
Anna G <[REDACTED]>, Alan Hinkle <[REDACTED]>, Jennifer
James <[REDACTED]>, [REDACTED],
[REDACTED], Daniel Kenses <[REDACTED]>,
[REDACTED] Shawn Lottier <[REDACTED]>, [REDACTED],
Stephen Mackler <[REDACTED]>, Cora Marsaw
<[REDACTED]>, Nas Mazuji <[REDACTED]>, Alanzo Moolenaar
<[REDACTED]>, [REDACTED], Talia Moses
<[REDACTED]>, [REDACTED], Kistama Naidu
<[REDACTED]>, PEDIATRICDENTIST@comcast.net, Donald Pomeranz
<[REDACTED]>, [REDACTED],
[REDACTED], [REDACTED], [REDACTED],
[REDACTED], [REDACTED] Louis Ross
<[REDACTED]>, Romey Sabnani <[REDACTED]>,
[REDACTED], [REDACTED], [REDACTED],
[REDACTED], [REDACTED], "E. Robert Wardius"
<[REDACTED]>, stuart <[REDACTED]>,
[REDACTED], Lori Wilson <[REDACTED]>,
[REDACTED], "Dr. Jaya" <[REDACTED]>, Dale Manuel
<[REDACTED]>, anita brown <[REDACTED]>,
Mariam Habib <[REDACTED]>, Katy Bednar
<[REDACTED]>, [REDACTED], Candace Kwakye
<[REDACTED]>, Bryan Mitchell
<[REDACTED]>, [REDACTED], Soleil Roberts
<[REDACTED]>, [REDACTED], Tanja de Marsche
<[REDACTED]>, [REDACTED],
[REDACTED], [REDACTED], [REDACTED],
[REDACTED], [REDACTED], [REDACTED],
[REDACTED]

Subject: VI Dental License Renewal 2016-2018

Date: Wed, 03 Aug 2016 01:19:33 +0000

Attachments: ATTACHMENT_1_DDS.pdf; ATTACHMENT_2_PCO_Survey_Letter.pdf;
Attachment_2A_PCO_DENTAL.pdf; ATTACHMENT_3_VIIRB.pdf

MEMORANDUM:

DATE: August 2, 2016
TO: All VI Licensed Dentists
FROM: Deborah Richardson-Peter, MPA
Director, Professional Licensure & Health Planning

RE: VI Dentist License Renewal 2016-2018

The following documents are required to renew your 2014-2016 VI Dentist License:

CHECK LIST

1. Completed renewal application form (typed -fillable form attached) **Attachment 1**;
2. Primary Care Office Survey (PCO), **Attachment 2, 2A**
3. Copy of required liability coverage; "Government of the VI Certificate of Insurance"; or if you are not participating in the Government's liability insurance program you must submit approval of your liability coverage from the Office of Risk Management (Please contact Mrs. Trisha James, Director of Risk Management to ensure timely processing before deadline Telephone [REDACTED]
Email: [REDACTED];
4. IRB Original Tax Clearance Letter, Please see IRB instructions **Attachment 3**;
5. Copy of current DEA registration;
6. Copies of minimum 30 continuing education credits **dated October 1, 2014 to present**; and
7. \$400.00 Renewal fee (Check or money order made payable to "Government of the Virgin Islands").

Complete, print, sign and mail renewal application form, PCO survey, payment, DEA registration, continuing education credits, and original tax clearance letter to:

**Office of Professional Licensure and Health Planning
VI Department of Health
3500 Estate Richmond
Christiansted, VI 00820-4370**

*****ALL INCOMPLETE APPLICATIONS WILL BE RETURNED*****

It is your responsibility to maintain a license to practice in the territory; therefore you are reminded that it is **illegal** to practice without a **current** license.

All documents **MUST** be received by the Office of Professional Licensure and Health Planning no later than **September 1, 2016** to ensure timely renewal of your license. Documents submitted after **September 1, 2016** are **NOT** guaranteed for **October 1, 2016** issuance/renewal. All renewal applications received on/after October 1, 2016 will be assessed a late fee. If you wish to place your license on "**Inactive**" status, you must do so in writing to the board prior to your license expiration on September 30, 2016.

Please contact the Office of Professional Licensure and Health Planning if you have any questions or need further assistance by calling [REDACTED]



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Deborah Richardson- Peter, MPA
Director, Professional Licensure & Health Planning

