



REGISTRATION INFORMATION - ACADEMIC VISITOR CERTIFICATE (LICENCE)

The Legislation governing the practice of dentistry in Ontario is contained in the *Regulated Health Professions Act, 1991, the Dentistry Act, 1991* and its regulations. Through this legislation the Government of Ontario has continued to place the responsibility for the registration of dentists with the Royal College of Dental Surgeons of Ontario. While this material is intended to assist applicants with completing their application forms, we encourage you to also review Regulation 205/94 as amended to O. Reg. 500/07 (Registration Regulation). The full Regulation can be found on the College's website at www.rcdso.org or www.e-laws.gov.on.ca. If there is any discrepancy between this information sheet and the current Registration Regulation then the requirements stated in the Regulations shall prevail.

The application form is only valid for three (3) months once signed and notarized. A person may apply for an academic visitor certificate of registration by submitting a completed and notarized application form, the non-refundable \$150.00 application fee, and documents attesting to the following:

1. The applicant has a degree in dentistry evidencing successful completion of a course in dental studies of at least four years' duration at a university based dental school. **A certified (by a lawyer or notary public) copy of your diploma must be provided plus an original letter from the Dean of the university certifying your date of graduation.**
2. The applicant has satisfied the Registration Committee that he or she has an established scholarly career in dental teaching or dental research at a dental school and a permanent appointment to the academic staff of a university-based dental school outside Ontario primarily for the purpose of teaching or research.
3. The applicant has an appointment by the Director of a dental school of a university in Ontario or the Dean of a faculty of dentistry of a university in Ontario to provide undergraduate, graduate or postgraduate dental education or dental research or both for a specified period of time that does not exceed 12 months. **Please provide a letter from the Director or the Dean of the Faculty/School of Dentistry verifying your appointment and the start and end date.**
4. The applicant has provided an undertaking to the College in a form acceptable to the Registrar that he or she will meet the dental school's expectation that the applicant will return to the appointment referred to in paragraph 2 upon the expiry of this certificate.

5. The applicant is a Canadian citizen or a permanent resident of Canada or has received the appropriate authorization under the Immigration and Refugee Protection Act (Canada) to permit the applicant to engage in the practise of dentistry in Canada. If a Canadian citizen or permanent resident, a certified copy of a Canadian passport, birth certificate, citizenship card (both sides) or proof of permanent residency status must be submitted. If not a citizen or permanent resident, a certified copy of the authorization issued by Immigration Canada which permits you to engage in the practice of dentistry in Canada (i.e. work permit, study permit) must be submitted. Canada Immigration Website: <http://www.cic.gc.ca/> .
6. Where the applicant is or has been registered/licenced or has engaged in the practice of dentistry anywhere in the world, the applicant is not or has not been suspended or the subject of a finding of professional misconduct, incompetence or incapacity.

To verify this information the "Certificate of Standing" form enclosed with the application must be completed by the regulatory authority in each jurisdiction where an applicant has practised or been granted the right to practice. If this involves more than one jurisdiction then please photocopy the form and distribute accordingly.

If you are still practising in the respective jurisdiction at the time you submit your application for registration in Ontario then kindly be aware that this information/form must be current and is therefore only valid for three (3) months. **Reference letters or photocopies of a licence will not be accepted in place of the certificate of standing form.** If you are reviewing this information from outside of Canada then it would be to your advantage to have our Certificate of Standing form completed by the appropriate governing authority in your country of origin before immigrating to Canada.

Please note that participation in a **general practice residency or internship** is considered to be engaging in the practice of dentistry, a letter of standing is therefore required for this period of time. If the applicant was not licenced, i.e. limited Permit, then a letter of standing should be provided from the program director of the Hospital or University where the program was completed.

If you completed a **post graduate specialty program**, please request the letter from the Dean of the University. The letter must include the start and end dates of your program, the date your certificate or degree was granted and confirmation that you are in good standing and that you have never been, nor are you now, the subject of investigation, suspension, discipline, incompetence or incapacity.

7. The applicant has made payment of the application fee of \$150.00 and the registration fee of \$750.00 for a total of **\$900.00**.

A **CERTIFIED** Cheque should be made payable to the Royal College of Dental Surgeons of Ontario and **must be issued on a Canadian bank or be a Canadian Money Order**. VISA, MasterCard and AMEX are also accepted. Please provide, in writing, the full credit card number and expiry date plus your signature.

An academic visitor certificate of registration has the following restrictions:

1. The member may engage in the practice of dentistry only in the faculty or school of dentistry to which his or her appointment relates or in a teaching unit formally affiliated with that faculty or school of dentistry and only to the extent required by the teaching or research requirements of that appointment.
2. The certificate automatically expires 12 months from the date of its issuance unless extended by the Registration Committee.
3. The certificate is automatically revoked,
 - i. if the appointment expires, is withdrawn or otherwise terminates, or
 - ii. if the member ceases to hold the appointment referred to in paragraph 3.
4. The member may not charge a fee for the performance of any act within the scope of practice of dentistry.

All information is subject to change. Please note your application will be governed by the legislation in place at the time of submission.

Frequently Asked Questions

1. What is a certified copy? A certified or notarized copy is a photocopy of the original document that has been sworn or declared a certified 'true copy' of the original (written or stamped directly on the copy or attached affidavit) and signed and sealed/stamped by a lawyer, notary public or commissioner of oaths. Please be aware that certain notaries or commissioners are restricted to a certain industry (e.g. banking, real estate and travel agencies) and as such are not legally authorized to certify registration related documentation. Do not use them for it will only delay your application as you will be required to certify your documentation again. Another common problem occurs when notaries request the applicant to declare the copies as true rather than the notary doing it. This is also not accepted as an applicant cannot swear to the authenticity of his/her own documentation - this is a conflict of interest and the documentation will be rejected.

In most cases the College accepts certified copies of documentation. Applicants are also welcome to bring original documentation to the College and we will photocopy it here and hand it directly back to you. Please call ahead and let us know if you are coming in order to ensure that a staff person is available. By law, all documentation that the College receives becomes the property of the College and will not be returned. Letters/certificates of standing are often "original" because it is preferred they come directly from the governing authority. If for any reason you would like a copy of this document or any other in your file then let us know and we're happy to provide that to you at no charge.

2. How long does it take to process a registration application? Once the College receives a complete application (including all relevant documentation/fees) standard processing time is 10-15 business days but may be longer depending on the time of year the application is received (e.g.: May/June/December). However, we are not responsible for any delay attributed to outside organizations such as other regulatory bodies, schools or Canada Immigration. We strongly advise all applicants not to book patients until registration has been confirmed by the College. It is recommended that you apply with ample time for processing prior to your expected start date. Please note, however, that applications and certificates/letters of standing are only valid for a 3 month period after being signed or issued.

In some cases, it is necessary for the Registrar of the College to refer the application to the Registration Committee if the Registrar:

- has doubts on reasonable grounds about whether an applicant fulfills the registration requirements;
- is of the opinion that terms, conditions or limitations should be imposed on the certificate and the applicant does not consent to the imposition;
- proposes to refuse the application.

If the Registrar is required to refer an application to the Registration Committee the delay time for the application to be reviewed by the Committee is dependent on when the application was received by the College. The Committee meets approximately every two to three months. Note as well, however, that the Regulated Health Professions Act stipulates that the applicant must be given 30 days to make submissions to the Committee. If the Committee makes a decision on the day of the meeting then it will be given to the applicant within 1 week or less. The Committee may also, however, determine that it requires further information before making a decision. The time required to obtain the requested additional information varies from case to case and what has been requested. The nature of additional information can vary from writing to a foreign jurisdiction, waiting for a disciplinary hearing to conclude in another jurisdiction, obtaining an expert opinion or arranging for a health assessment and report or for a clinical assessment if competency is in question.

3. How will you contact me to inform me about a submitted application? Once we receive your application and supporting documentation, your submissions are reviewed carefully. If there are any deficiencies or missing documentation, you will be notified by the email or phone number indicated on your application form. Once your documentation is complete, the file is then reviewed for approval. Once the application has been approved, you will receive an email or phone call indicating your registration information. It is only once you receive this important information that you are eligible to practice in Ontario.

4. What if my original documents are not in English or French? Documents submitted for registration purposes that are not in English or French must be accompanied by a certified translation. To find a certified translator in Ontario, you can contact the:

Association of Translators and Interpreters of Ontario
1 Nicholas St Suite 1202
OTTAWA, ON K1N7B7
800-234-5030 or 613-241-2846
info@atio.on.ca www.atio.on.ca

For outside of Ontario, please contact your local yellow pages for certified translators. For those outside of Canada or the US, you may also find assistance at a Consulate or Embassy.

Please note that we will require certified copies of the original document(s) accompanied by the original translation.

5. What if I believe I cannot provide some of the documentation that's been requested?

While in some cases this may present a challenge, in the vast majority of cases applicants will be able to obtain the requested documentation. If you believe that the documentation is unobtainable then contact the Registration Department staff and they may be able to assist with contact information in your country of origin or provide guidance on alternative solutions.

**FOR ALL OTHER QUESTIONS PLEASE CONTACT THE REGISTRATION
DEPARTMENT DIRECTLY**