



Royal College of
Dental Surgeons of Ontario

Ensuring Continued Trust

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REGISTRATION INFORMATION - INSTRUCTIONAL 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 Reg. 205/94, as amended O. Reg. 75/12 (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.

A person may apply for a certificate of registration by submitting a completed application form together with prescribed fee of \$650.00 (\$150.00 of which is a non-refundable application fee).

The requirements for an instructional certificate of registration are 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 graduation and the date.**
2. The applicant has a written offer to teach or conduct a course sponsored by a faculty of dentistry of a university in Ontario, a public hospital in Ontario or a body approved by the Council to sponsor courses. **Please provide a copy of this offer stating the start and end dates of the course.**
3. The applicant has provided an undertaking to the College (in a form satisfactory to the Registrar) from a member of the College holding a general, specialty or academic certificate of registration in which the member undertakes to be present while the applicant engages in practice in Ontario and to ensure that any necessary follow up care which may be required by a patient, as a result of the treatment performed during the course by the applicant, is provided.
4. Where the applicant is or has been registered/licenced to practise dentistry in another jurisdiction, **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 licensed, 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.

5. The applicant is a Canadian citizen or a permanent resident of Canada or has received the appropriate authorization under the Immigration 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. landed immigration document, work permit) must be submitted. Also note that according to Citizenship and Immigration Canada's work and study permit application process (<http://www.cic.gc.ca/english/information/medical/index.asp>), "to protect the health and safety of Canadians, as well as reduce and prevent excessive demand on Canada's health and social services," individuals applying as "workers in the health sciences field" or "medical students admitted to Canada to attend university" are required to undergo a medical examination and a satisfactory medical assessment before a work/ study permit can be issued. If applying for a work/study permit, please ensure that you notify the CIC visa office that you intend on pursuing a career in the health services as a dentist.
6. The applicant has made payment of a registration fee of \$500.00 and the application fee of

\$150.00 for a total of **\$650.00**.

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 instructional certificate of registration has the following restrictions:

1. The member may engage in the practice of dentistry only as may be required to teach or conduct the course for which the certificate was issued.
2. The certificate may be issued only for courses having duration of 14 days or less.
3. The certificate shall specify an expiry date, which shall be the day after the day upon which the course referred to in paragraph 1 is scheduled to end.
4. The certificate automatically expires when the course for which it was issued ends.
5. The member may not charge a fee to a patient for the performance of any act within the scope of practice of dentistry.

All information subject to change. Please be aware that 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.

6. How could the following Registration Regulation clause affect my application?

14. (1) It is a requirement for the issuing of a certificate of registration of any class that in the opinion of the Registrar or of the Registration Committee, as the case may be, the applicant's past and present conduct afford reasonable grounds for the belief that the applicant,

(a) is mentally competent and physically able to safely practise dentistry;

(b) will practise dentistry with decency, integrity and honesty and in accordance with the law;

(c) has sufficient knowledge, skill and judgment to competently engage in the kind of dental practice authorized by the certificate;

(d) can communicate effectively; and

(e) will display an appropriate professional attitude. O. Reg. 407/04, s. 1.

As a regulatory body, the College's primary mandate is public protection. Accordingly, it is our responsibility and lawful duty to ask questions or obtain documentation respecting the past and present conduct of an applicant, even when such enquiries might under normal circumstances be

deemed to be personal and private. This process may necessarily delay the application while the situation is being investigated. The following are examples of where the past and present conduct of an applicant may be questioned:

(a) is mentally competent and physically able to safely practise dentistry;

If the applicant suffers from a health condition that raises concerns, such as substance abuse/addiction, a blood-borne pathogen (e.g. Hepatitis B), a mental health disorder, or physical disability that may affect the ability of that person to practice dentistry safely then the Registrar or Registration Committee must consider the effect that disorder or disability will have on the practice when reviewing the application.

(b) will practise dentistry with decency, integrity and honesty and in accordance with the law;

If the applicant's past or present behaviour has called into question whether he/she has appropriate ethics to be a member of the college, e.g. an improper billing history or unnecessary treatment being performed or a history of untruthful communication with patients, third parties or a regulatory body, for example, then the Registrar or Registration Committee must seek insight into why that behaviour occurred.

(c) has sufficient knowledge, skill and judgment to competently engage in the kind of dental practice authorized by the certificate;

Where an applicant's past or present conduct has called into question his/her competency or the applicant's refusal to accept responsibility for inappropriate conduct in another jurisdiction is present then the Registrar or the Registration Committee must be satisfied that he/she has undergone sufficient remediation to address any deficiencies.

(d) can communicate effectively;

While this may include the issue of language proficiency it also addresses past or present conduct where the ability of the applicant to communicate adequately with either their patients, third parties or their governing body was a concern. There are few things more important than good communication which affects the practitioner's ability to understand their patient's problem, to then correctly diagnose the problem and transmit that diagnosis so that the patient understands it. Misunderstanding with third parties or regulatory bodies can similarly have profound consequences. Accordingly, the Registrar or Registration Committee must review any evidence of this nature.

(e) will display an appropriate professional attitude.

This speaks to the manner in which applicants have behaved in other regulated environments. To put it simply, professionals are expected to behave like professionals in their behaviour and interaction with the public, third parties and the bodies that regulate them. Inappropriate behaviour can range from active bigotry respecting race, colour, sexual orientation etc. to the extreme of unwelcomed touching or sexual abuse. Past or present behaviour that calls into question the applicant's governability, such as refusal to obey the rules or laws of their regulator, is also of concern. Evidence of misconduct in any of these areas must be investigated by the Registrar or Registration Committee.

The various illustrations offered above are examples and not meant to be exhaustive or complete. **IMPORTANT NOTE: The mere fact that one or more of these situations may exist does not necessarily mean that an applicant will be denied registration. All applicants will be given the full attention and utmost consideration by the Registrar and Registration Committee. It is currently the policy of the Registration Committee to invite all applicants to attend the committee meeting when their application is being considered. The college attempts to assist all applicants where it is able to do so.**

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