



Royal College of Dental Surgeons of Ontario

Ensuring Continued Trust

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REGISTRATION INFORMATION - REINSTATEMENT

The Legislation governing the practice of dentistry in Ontario is contained in the *Regulated Health Professions Act, 1991*, the *Dentistry Act, 1991* and their 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.

A person may apply for reinstatement of his/her certificate of registration (licence) by submitting a completed and notarized application form together with an application fee of \$250.00, which is non-refundable. **The application form is only valid for three (3) months once signed and notarized.**

The requirements for reinstatement of a certificate of registration are the following:

1. If a member had resigned (i.e. not renewed or retired) while **not** in default of payment of a fee owed to the College, and **did not practise** in Ontario after the resignation, the member may apply for reinstatement by submitting a duly signed and notarized application and may be reinstated:
 - (a) by the Registrar, if the application is made no later than two years after the resignation; or
 - (b) by the Registration Committee, if the application is made **more than two years** after the resignation.
 - (c) The course in Jurisprudence and Ethics must also be completed after an absence of three years or more. The online instructional course and evaluation is now available from the College's website at www.rcdso.org and is accessible by applicants for registration purposes.
 - (d) In addition, applications made after three years by applicants who retired or for whatever reason ceased to engage in practice for three years or more, OR individuals who have not engaged in the practice of dentistry on a continuous and regular basis for over 3 years in Canada, the United States of America or Australia will most likely be required to successfully complete assessments satisfactory to the Registration Committee to determine if their knowledge, skill and judgement are sufficient to allow the applicant to meet the standards practice in Ontario. This may take a variety of forms including but not restricted to successful completion of the Assessment of Clinical Judgement and the Assessment of Clinical Skills that are part of the NDEB's Equivalency Process. The cost of any assessment will be borne by the applicant. Currently, the NDEB charges a total including tax of \$7,910.00 for these two assessments.

2. If a member resigns while in default of payment of a fee owed to the College the Registrar may reinstate the member if the member:
 - (a) applies for reinstatement
 - (b) pays the prescribed fees, and penalties owed to the College at the time of resignation
3. If a member's certificate of registration was suspended for failure to pay a prescribed fee, the Registrar may lift the suspension if the member applies and pays the prescribed fees within two years of the suspension. The prescribed fees might include the fee that the member failed to pay if he/she carried on and practised in that year, any outstanding fines or penalties as levied and the annual fee payable for the year in which the suspension is to be lifted.

If a suspension continues for two years the certificate of registration is automatically revoked.

4. A member whose certificate was revoked in accordance with paragraph 3 above, may apply for reinstatement if the member pays the prescribed fees which includes the annual fee for each year in which the member practised in Ontario, if not previously paid, and all applicable penalties.
5. 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 print out the necessary number of copies from our website 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.

6. The applicant has made payment of all applicable fees. The applicable fees consist of the **non-refundable** application fee of **\$250.00**, the reinstatement fee of **\$100.00**, and the annual membership fee of \$2160.00.

The total fees payable are \$2,510.00. Payment of the application fee (\$250.00) should be submitted with the application. Payment of the reinstatement fee (\$100.00) and the annual membership fee (\$2160.00) is required before the reinstatement can be issued. Please be aware that the **full year's membership fee, \$2160.00**, is due **regardless of the time of year that the application is submitted**, i.e. apply in February – the fee is \$2,160.00, apply in December the fee is \$2,160.00. Reinstatement at any point in time is only valid until December 31st of the year in which you reinstate.

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.

NOTE: A member whose certificate was revoked by an order of a panel of the Discipline Committee may apply for reinstatement by paying an application fee of \$3,500.00; \$500.00 of which is non-refundable.

All information is subject to change - 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 notary public. A lawyer is only able to produce certified copies if he/she is also a notary public. A “Commissioner of Oaths” is able to administer your sworn oath respecting your application form. He/she **is not**, however, authorized to produce certified copies of documents. Please be aware that certain Notaries may be restricted to a certain industry (e.g. banking, real estate, 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 have your documentation certified 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
Ontario1 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**