
PROVINCIAL DENTAL BOARD OF NOVA SCOTIA

FRPA Review Report

Province of Nova Scotia

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Background of the Regulatory Body

Definition of the Profession

The passage of the *Dental Act* in 1891 and the incorporation of the Provincial Board of Dental Examiners began the regulation of dentistry in Nova Scotia. Since its inception the Provincial Dental Board of Nova Scotia (PDBNS; the Board) serves the public by regulating the province's dental profession in accordance with the *Dental Act* and its regulations.

Under the *Dental Act*, Duties and Powers of the Board,

the Board shall:

- (a) represent and protect the interests of the general public in matters relating to the practice of dentistry;
- (b) establish the educational requirements for registration and licensing for the practice of dentistry and dental assisting;
- (c) approve clinical training programs for students in dentistry and dental assisting;
- (d) prescribe examinations, where necessary, to ascertain the qualifications of persons seeking to be registered and licensed to engage in the practice of dentistry or dental assisting;
- (e) establish a Discipline Committee;
- (f) hear appeals from decisions of the Discipline Committee;
- (g) hear appeals from decisions of the Registrar respecting licensing, registration or otherwise relating to entries on the Dentists' Register and Assistants' Register;
- (h) provide annually a report, including a financial statement, to the Minister of Health;
- (i) determine the registration fees and the annual licensing fees for dentists and dental assistants;
- (j) carry out such other duties as are imposed upon it by the *Dental Act*.

The Board may grant:

- (a) permission to a licensed dental assistant to undertake, perform or give work, service, advice or assistance that, by the regulations, constitutes part of the practice of dental assisting and is not undertaken, performed or given under the supervision of a dentist;
- (b) authorization to a person for demonstrating clinical operations for educational purposes.

Other responsibilities of the Board include representation on the Canadian Dental Regulatory Authorities Federation, Dental Assistants Regulatory Authorities, National Dental Examining Board (NDEB), National Dental Assistant Examining Board (NDAEB),

Commission on Dental Accreditation of Canada (CDAC), Prescription Monitoring Board of Nova Scotia, and the Nova Scotia Regulated Health Professions Network.

The Organization

A member of the Board holds office for a three-year term and is eligible for re-appointment for two additional consecutive terms of three years each.

The Board consists of:

- three members of the Dental Association appointed by the Governor in Council, each of whom is, and has been, for at least five years, licensed to engage in the practice of dentistry in the Province, as long as that person remains so licensed during that person's term of office;
- five members of the Dental Association appointed by the Dental Association, each of whom is, and has been, for at least five years, licensed to engage in the practice of dentistry in the Province, as long as that person is so licensed during that person's term of office;
- one member of the Assistants Association appointed by the Governor in Council who is and has been, for at least five years, licensed to engaged in the practice of dental assisting in the Province, as long as that person remains so licensed during that person's term of office;
- one member of the Assistants Association appointed by the Assistants Association who is and has been, for at least five years, licensed to engage in the practice of dental assisting in the Province, as long as that person remains so licensed during that person's term of office; and
- two persons appointed by the Governor in Council, each of whom is not a member of an association previously referred to.

Staffing

PDBNS's staff includes:

- Registrar (full-time)
- Executive Assistant (full-time)
- Book Keeper / Information Technologist (part-time)

Type of Licences Issued

Student

Dentist

Dental Assistant

Type of Certificates Issued

Specialty Certificate

Limited Specialty Certificate

The following branches of dentistry are recognized as specialties by the Board:

- (a) oral and maxillofacial surgery;
- (b) orthodontics;
- (c) pediatric dentistry;
- (d) periodontics;
- (e) dental public health;
- (f) endodontics;
- (g) oral pathology;
- (h) oral radiology;
- (i) prosthodontics.

New Licensees Membership Categories and Number of Licensees (2013)

New Licensees		Total as of Dec 31, 2013
Student –	2	11
Dentist –	31	545
Dental Assistant –	61	795

Registration Requirements

Registration & Licensing Requirements – Dentist

In order to be registered and licensed to practice dentistry in Nova Scotia, the following requirements must be met and submitted:

1. A completed application form, signed by a Commissioner of Oaths, with an attached photograph;
2. A copy of the applicant's NDEB of Canada generalists' certificate;
3. For the purposes of labour mobility under the Agreement on Internal Trade (AIT), an applicant with a non-restricted license from another Canadian licensing jurisdiction obtained prior to July 1, 2001, who does not hold a NDEB certificate will be recognized as holding a qualification equivalent to a NDEB certificate.
4. A copy of the applicants graduation certificate from a dental program accredited by the CDAC or the American Dental Association Commission on Dental Accreditation;
5. A copy of the applicant's birth certificate;

6. If the applicant has been engaged in practice in another jurisdiction before moving to Nova Scotia, a Certificate of Good Standing form must accompany the application - the applicant must complete a Consent for Release of Information for the Dental Board to obtain the Certificate;
7. Verification of active membership in the Nova Scotia Dental Association;
8. Payment of appropriate fees to the Provincial Dental Board of Nova Scotia:
 - \$100.00 Initial registration fee
 - \$ 980.00 Annual license fee (December 1 - November 30)
 - \$ 490.00 if licensing after June 1st of any given year.
9. Verification of malpractice insurance - minimum of \$ 3 million coverage;
10. If not a new graduate, the applicant must have proof of continual practice defined as a minimum of 450 hours within the last three years preceding the date of application (Regulation No.1, Section 7) by providing a letter from employer or a signed affidavit.

Internationally Trained Dentist Registration Requirement: National Dental Examining Board (NDEB) Certificate

Regardless of education, licensure or experience, internationally trained dentists who wish to practice dentistry in Nova Scotia must be registered with the Provincial Dental Board of Nova Scotia. Before applying for registration, dentists must first earn the National Dental Examining Board of Canada (NDEB) Certificate.

The following information is provided as a brief summary of the process. Full details are available at www.ndeb.ca.

Graduates of Accredited Dental Programs

Graduates of:

- accredited dental programs in Canada, the United States, Australia (on or after March 31, 2010), New Zealand (on or after December 14, 2011), and Ireland (on or after December 5, 2012);
- accredited Qualifying/Degree Completion Programs; or
- those who have successfully completed the NDEB Equivalency Process*

are required to successfully complete the NDEB Written Examination and Objective Structured Clinical Examination (OSCE) for certification as a general dentist in Canada.

Graduates of Non-Accredited Dental Programs

Graduates of non-accredited dental programs must successfully complete an accredited Qualifying/Degree Completion Program OR the NDEB Equivalency Process* before being eligible to take the NDEB's written and clinical examinations.

**The NDEB Equivalency Process provides an alternate route to certification as a dentist in Canada for graduates of non-accredited dental programs. It is also integrated with the admission process for the Qualifying/Degree Completion Programs. The NDEB Equivalency Process is comprised of three assessments. Successful completion of the assessments allows individuals to apply to take the NDEB Written and OSCE Examinations. The Canadian Faculties of Dentistry will also use results of select assessments in the admission process for Qualifying/Degree Completion Programs.*

Registration and Licensing Requirements – Specialty Certificate

In order for the Registrar to issue a Specialty Certificate the following requirements must be met by the applicant:

- (a) is licensed to engage in the practice of dentistry under the *Dental Act*;
- (b) has successfully completed a specialty program that is accredited by the CDAC or the American Dental Association Commission on Dental Accreditation;
- (c) has successfully completed a national specialty examination process approved by the Board;
- (d) is in good standing in the profession; and
- (e) pays the fee prescribed by the Board for certification as a specialist.

Registration and Licensing Requirements – Limited Specialty Certificate

The Registrar may issue a Limited Specialty Certificate that permits only the practice of a specialty recognized as a branch of dentistry by the Board to a person who meets all of the following criteria:

- (a) they have graduated from any of the following:
 - (i) a university or hospital-based post-graduate dental specialty training [program] that is not accredited through the CDAC or the American Dental Association Commission on Dental Accreditation, but they hold a certificate of completion or equivalency as described in the Canadian Dental Regulatory Authorities Federation's Memorandum of Understanding dated June 19, 2014, from a Canadian faculty or school of dentistry that is an accredited member of the Association of Canadian Faculties of Dentistry,

- (ii) a university or hospital-based post-graduate dental specialty training program that is accredited through the CDAC or the American Dental Association Commission on Dental Accreditation;
- (b) they have successfully completed the National Dental Specialty Examination set by the Royal College of Dentists of Canada;
- (c) they are in good standing in the dental profession;
- (d) they have paid the fees prescribed by the Board for certification as a specialist.

In this Section, “Agreement on Internal Trade” means the agreement signed by the federal, provincial, and territorial governments of Canada, which came into force on July 1, 1995, to facilitate the free movement of persons, goods, services and investments throughout Canada.

For the purposes of labour mobility under the AIT, a person with a non-restricted specialty license obtained in any Canadian licensing jurisdiction prior to July 1, 2001, will be recognized as holding the necessary qualifications for specialty licensure.

Registration and Licensing Requirements for Dental Assistants

The following requirements must be met in order to be registered and licensed to practice dental assisting in the province of Nova Scotia:

1. Photocopy of certificate of graduation from a dental assisting program which has been accredited by the CDAC or the American Dental Association Commission on Dental Accreditation;
2. Photocopy of the applicant’s birth certificate;
3. Letter of Good Standing from the Registrar of the applicant’s previous jurisdiction (if currently or previously licensed);
4. If not a new graduate, one must have proof of continual practice defined as a minimum of having worked as a Level II assistant within the preceding five-year period;
5. Verification of active membership in the Nova Scotia Dental Assistants' Association;
6. Completed application form;
7. If licensing for the first time in Nova Scotia, effective April 1, 2007, the NDAEB Certificate will be a requirement. If the applicant does not have the Certificate, a Conditional License will be issued and the applicant will have one year to complete the National Exam before the annual renewal.

8. For the purposes of labour mobility under the AIT, a person with a non-restricted license obtained in any Canadian licensing jurisdiction prior to July 1, 2001, who is able to demonstrate 900 hours of clinical practice in the field of dental assisting during the last 3 years, will be recognized as holding the necessary qualifications for licensure as a dental assistant and will be eligible to be registered in the Dental Assistants' Register.
9. Payment of appropriate fees to the Provincial Dental Board of Nova Scotia:
 - \$65.00 initial registration fee
 - \$202.00 annual license fee (May 1 to April 30)
 - \$101 licensing fee if licensing after November 1st

Internationally Trained Registration Requirement: National Dental Assisting Examining Board (NDAEB) Certificate

Regardless of education, licensure or experience, applicants who wish to practice dental assisting in Nova Scotia must be registered with the Provincial Dental Board of Nova Scotia. Before applying for registration, applicants must first earn the National Dental Assisting Examining Board (NDAEB) Certificate.

The following information is provided as a brief summary of the process. Full details are available at www.ndaeb.ca.

Access to Registration Information

The Provincial Dental Board of Nova Scotia (PDBNS) provides registration information to all applicants and potential applicants through the website (www.pdbns.ca). Information can be sent to potential applicants either via email or mail once contact is made. The Board also sets up meetings so that the requirements for licensure can be reviewed, documents can be reviewed and printed material can be provided to the potential applicant. Applicants can begin the application process outside Canada.

Registration Practices

The Registrar maintains the Register of Dentists and the Register of Dental Assistants.

Upon approving the registration of a person and upon the payment of all prescribed fees, the Registrar shall enter the name of that person in the applicable register and issue to that person a certificate of registration.

The Registrar shall from time to time make such alterations as are necessary to update the registers in accordance with this *Act* and the regulations.

The Registrar shall strike the names of all registered persons who have died or who are to be struck from the register in accordance with the *Dental Act* and the regulations.

The name of a person struck from a register may be reinstated where the Registrar is satisfied that the person is entitled to be registered.

All of the registers shall be open to inspection without charge by any person at reasonable times during normal business hours.

Fees Charged

In 2013, the total financial cost charged to the applicant by PDBNS to obtain a dental license or specialty certificate is \$1080.00. The total financial cost charged to the applicant by PDBNS to obtain a dental assistant license is \$267.00

Steps in the Registration Process

Graduates of Accredited Dental Programs

The applicant submits a completed application form and all supporting documents to PDBNS for review and verification.

After the application form and supporting documents are reviewed and verified, a meeting is scheduled with the Registrar.

During the meeting the application is processed, malpractice insurance is verified, membership in the Nova Scotia Dental Association is verified and licensing fees are paid. The Registrar reviews PDBNS regulations and policies with the applicant and the applicant is issued a license.

Graduates of Accredited Dental Assistant Programs

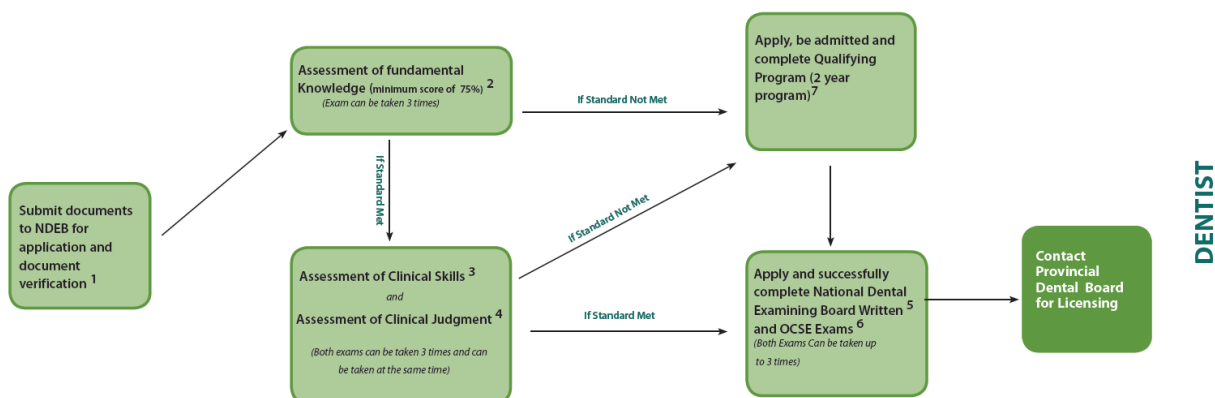
The applicant submits a completed application form and all supporting documents to the Provincial Dental Board for review and verification.

After the application form and supporting documents are reviewed and verified, a meeting is scheduled with the Executive Assistant.

During the meeting the application is processed, membership in the Nova Scotia Dental Assistants Association is verified and licensing fees are paid. The Executive Assistant reviews PDBNS regulations and policies with the applicant and the applicant is issued a license.

Graduates of Non-accredited Dental Programs

All Canadian dental programs are accredited by the Commission on Dental Accreditation of Canada (CDAC). A listing of accredited programs can be found on the CDAC website (www.cda-acd.ca/cdacweb/en/).



1. www.ndeb.ca/en/accredited/application.htm

3. www.ndeb.ca/en/non_accredited/assessment_of_clinical_skills.htm

5. www.ndeb.ca/en/accredited/written_examination.htm

7. www.ndeb.ca/en/non_accredited/qualifying_programs.htm

2. www.ndeb.ca/en/non_accredited/acs_dates_fees.htm

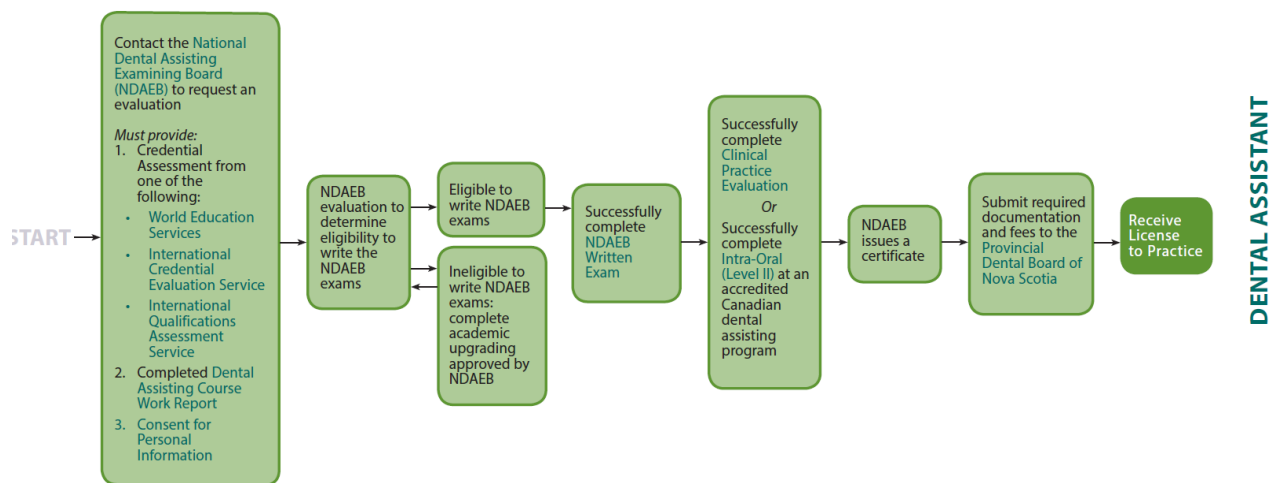
4. www.ndeb.ca/en/non_accredited/assessment_of_clinical_judgement.htm

6. www.ndeb.ca/en/accredited/osce_examination.htm

June 2010

Graduates of Non-accredited Dental Assistant Programs

Graduates of Canadian non-accredited dental assisting education programs must also successfully complete the NDAEB Clinical Practice Evaluation (CPE) to attain licensure/registration in Nova Scotia. The CPE is required of Canadian dental assisting program graduates at the discretion of the provincial Dental Assisting Regulatory Authority; whereas, the NDAEB requires foreign trained individuals to complete both the written exam and the CPE to attain the NDAEB certificate. Education in lieu of the CPE, completed at a Canadian education program, is an acceptable alternative to the CPE for foreign trained dental assistants or other allied dental professionals wishing to attain the NDAEB certificate.



Aug. 2013

Data – 2013

The approximate length of time from receipt of completed application to registration:

- Dentist 4 days
- Dental Assistant 2 days

Number of internal reviews 0

Number of applicants (including number accepted and number rejected for a given year) who received training or qualifications outside of the province, listed by province:

- Dentists: 3 accepted
 - Saskatchewan – 1
 - Ontario – 1
 - Quebec – 1
- Dental Assistants: 19 accepted
 - Prince Edward Island – 7
 - New Brunswick – 4
 - Newfoundland – 1
 - Alberta – 2
 - Ontario – 4
 - Manitoba – 1

Number of applicants (including number accepted and number rejected for a given year) who received training or qualifications outside of Canada, listed by country:

- Dentists: 1 accepted
Brazil – 1
- Dental Assistants: 1 accepted
Philippines – 1

Legislation

The Board is not currently waiting for legislation to be passed.

Summary

PDBNS has actively participated in information sessions sponsored by the FRPA Review Office on topics such as investigations, cultural competence, labour mobility, free trade and immigration.

The Board is also a member of the Internationally Educated Dental Professionals (IEDP) working group which the Registrar co-chairs. The topics and projects the IEDP working group has and continues to develop are: Hands-on Practice Program for international dentists who plan to challenge the NDEB Assessment of Clinical Skills exam, Alternative Career Pathways, Immigrant Settlement and Integration Services (ISIS) Bridging Program, and the Nova Scotia Dental Association's Orientation Program for Foreign Trained Dentists.

The Registrar attended the 1st meeting of the International Society of Dental Regulators (ISDR) in 2013. The ISDR is a global dental regulatory society which supports dental regulatory authorities in protecting the public interest by promoting standards for dental education, licensure, registration, regulation, and professional conduct and facilitating the ongoing exchange of information among dental regulatory authorities. PDBNS plans on sending representatives to the 2015 ISDR meeting.

Overall, PDBNS is in compliance with FRPA. Some of the deficiencies identified are detailed in the action items below. These actions must be completed on or before the next FRPA review in 2016.

Two-year Action Plan

The Provincial Dental Board will develop a policy that includes all timelines associated with various aspects of the registration process. In November 2014 the Provincial Dental Board will launch a new website with navigation enhancements and will include information on document translation, AIT applicant process (Chapter 7 of the Agreement on Internal Trade), a registration flow-chart demonstrating process timelines and information requirements, and the Dental Board's appeal process regarding licensing decisions.

Disclaimer

The Provincial Dental Board of Nova Scotia hereby declares that the information contained in this report is a true and accurate representation of current registration practices for their organization.



October 7, 2014

Registrar

Date

Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire Provincial Dental Board of Nova Scotia

Question 1 (info q1)

How (what methods) do you use to provide information to potential applicants on your registration practices? (e.g. internet, individual counselling, hard copies)?

Respondent Answer

Internet, Email, Hard Copy, Telephone, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (info-q1)

The Board provides access to registration and licensing information through all of the above. Information can also be sent to potential applicants either via email, mail once contact is made. The Board also sets up meetings so that the requirements for licensure can be reviewed, documents can be reviewed and printed material can be provided to the potential applicant.

Review Finding (info-q1)

Level 2

Action (info-q1)

No action required at this time.

Section 16(3)(g)

Question 1 (info q1)

How (what methods) do you use to provide information to potential applicants on your registration practices? (e.g. internet, individual counselling, hard copies)?

Respondent Answer

Internet, Email, Hard Copy, Telephone

Section 16(3)(g)

Question 1B (info q1b)

Can applicant begin the process outside of Canada?

Respondent Answer

Yes

Explain, specify, clarify, where appropriate (info-q1b)

They can begin the process by completing the Application form, gathering their documents and sending it in for review prior to coming to Canada. Applicants should have also been in touch with Immigration to find out what requirements they need to meet with Immigration. If they are new to Canada here is great site which is also linked on our website <http://www.isisns.ca/employment/for-immigrants/professionals/dental/>

Review Finding (info-q1b)

Level 2

Action (info-q1b)

No action required at this time.

Question 2 (info Q2 Web Link)

Please provide a link to your website.

Respondent Answer

<http://www.pdbns.ca>

Question 2a (info Q2a)

a. I believe that information on our website is: clear and understandable; written in plain language?

Respondent Answer

I (Strongly Agree)

Question 2b (info Q2b)

b. On what basis do you make changes to your website?

Respondent Answer

Policy Change, Other (Please Specify)

Question 2c (info Q2c)

c. When was the section of the website pertaining to registration last updated?

Respondent Answer

on-going

Explain, specify, clarify, quantify, where appropriate. (info-q2)

We make changes to the lists of licensed dentists and dental assistants as needed. Within the last 5 months we have added information about FRPA and also information for Internationally Trained dentists and a link to ICIS. <http://www.isisns.ca/employment/for-immigrants/professionals/dental/>

Review Finding (info-q2)

Level 3

Action (info-q2)

Website upgrade is currently underway.

Section 16(3)(g)

Question 2 (info Q2 Web Link)

Please provide a link to your website.

Question 2a (info Q2a)

a. I believe that information on our website is: clear and understandable; written in plain language?

Question 2b (info Q2b)

b. On what basis do you make changes to your website?

Question 2c (info Q2c)

c. When was the section of the website pertaining to registration last updated?

Section 16(3)(g)

Question 3a (info Q2a)

a. Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?

Respondent Answer

legislation, Regulation, Policy

Question 3b (info Q2b)

b. Specify the appropriate section(s)?

Question 3c (info Q2c)

c. Is this information made available to applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q3)

It is available on our website as well as the government website and /or hard copies can be forwarded to potential applicants through email or Canada Post.

Review Finding (info-q3)

Level 3

Action (info-q3)

No action required at this time.

Sections 7 (a), 7(c), 7(f), 16(3)(a), 16(3)(d)

Question 4 (info Q4)

Are you waiting for legislation to be passed?

Respondent Answer

No

Review Finding (info-q4)

Accepted

Action (info-q4)

No action required at this time.

Question 5a (info q5a)

a. Is the criteria for meeting the requirements of registration documented?

Respondent Answer

Yes

Question 5b (info q5b)

b. Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (e.g. the number of years of schooling needed to be considered equivalent to a degree)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q5)

This information is found on our website under Registration and Licensing and lists in detail the requirements and documentation necessary for each applicant to apply for licensure.

Registration and Licensing Requirements for Dental Assistants

The following requirements must be met in order to be registered and licensed to practice dental assisting in the province of Nova Scotia:

1. Photocopy of certificate of graduation from a dental assisting program which has been accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation;

2. Photocopy of your birth certificate;

3. Letter of Good Standing from the Registrar of your previous jurisdiction (if currently or previously licensed);

4. If not a new graduate, one must have proof of continual practice defined as a minimum of having worked as a Level II assistant within the preceding five-year period.

5. Verification of active membership in the Nova Scotia Dental Assistants' Association (Contact: Ms. Lynda Foran, 902-405-1122); or www.nsdaa.ca

6. Completed application form;

7. If licensing for the first time in Nova Scotia, effective April 1, 2007, the National Dental Assisting Examining Board Certificate will be a requirement. If you do not have the Certificate, a Conditional License will be issued and you will have one year to complete the National Exam before the annual renewal.

8. For the purposes of labour mobility under the Agreement on Internal Trade, a person with a non-restricted license obtained in any Canadian licensing jurisdiction prior to July 1, 2001, who is able to demonstrate 900 hours of clinical practice in the field of dental assisting during the last 3 years, will be recognized as holding the necessary qualifications for licensure as a

dental assistant and will be eligible to be registered in the Dental Assistants' Register.

9.Payment of appropriate fees to the Provincial Dental Board of Nova Scotia: \$ 65.00 initial registration fee \$ 202.00 annual license fee \$ 101.00 licensing fee if licensing after November 1st

ALL APPLICANTS MUST MEET WITH THE REGISTRAR IN PERSON TO FINALIZE THE REGISTRATION AND LICENSING PROCESS. PLEASE CALL IN ADVANCE TO SCHEDULE AN APPOINTMENT @ 902-420-0083.

Payment of fees is accepted by visa, mastercard, debit, cheque or money order. Please Note: License fees are non-refundable. Correct documentation and fees must accompany application forms and must be presented to the Registrar on your scheduled appointment.

Registration and Licensing Requirements for Dental Assistants Who Have Graduated from Non-accredited Dental Assisting Programs.

The following requirements must be met in order to be registered and licensed to practice dental assisting in the province of Nova Scotia:

1.Photocopy of certificate of graduation from a level II dental assisting program.

2.Photocopy of your birth certificate;

3.Letter of Good Standing from the Registrar of your previous jurisdiction (if currently or previously licensed);

4.If not a new graduate, one must have proof of continual practice defined as a minimum of having worked as a Level II assistant within the preceding five-year period.

5.Verification of active membership in the Nova Scotia Dental Assistants' Association (Contact: Ms. Lynda Foran, 902-826-1922); or www.nsdaa.ca

6.Completed application form;

7.A copy of the National Dental Assistants Examining Board Certificate and the Clinical Practice Evaluation Certificate. For more information please visit www.ndaeb.ca for further information on how to obtain these certificates.

8.For the purposes of labour mobility under the Agreement on Internal Trade, a person with a non-restricted license obtained in any Canadian licensing jurisdiction prior to July 1, 2001, who is able to demonstrate 900 hours of clinical practice in the field of dental assisting during the last 3 years, will be recognized as holding the necessary qualifications for licensure as a dental assistant and will be eligible to be registered in the Dental Assistants' Register.

9.Payment of appropriate fees to the Provincial Dental Board of Nova Scotia: \$ 65.00 initial registration fee \$ 202.00 annual license fee \$ 101.00 licensing fee if licensing after November 1st

ALL APPLICANTS MUST MEET WITH THE REGISTRAR IN PERSON TO FINALIZE THE REGISTRATION AND LICENSING PROCESS. PLEASE CALL IN ADVANCE TO SCHEDULE AN APPOINTMENT @ 902-420-0083.

Payment of fees is accepted by visa, mastercard, debit, cheque or money order. Please Note: License fees are non-refundable. Correct documentation and fees must accompany application forms and must be presented to the Registrar on your scheduled appointment.

Registration & Licensing Requirements - General Dentist In order to be registered and licensed to practice dentistry in Nova Scotia, the following requirements must be met and submitted:

- 1.A completed application form, signed by a Commissioner of Oaths, with an attached photograph;***
 - 2.A copy of your National Dental Examining Board of Canada generalists' certificate;***
 - 3.For the purposes of labour mobility under the Agreement on Internal Trade, an applicant with a non-restricted license from another Canadian licensing jurisdiction obtained prior to July 1, 2001, who does not hold a National Dental Examining Board of Canada certificate will be recognized as holding a qualification equivalent to a National Dental Examining Board of Canada certificate.***
 - 4.A copy of your graduation certificate from a dental program accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation;***
 - 5.A copy of your birth certificate;***
 - 6.If you are or have been engaged in practice in another jurisdiction before moving to Nova Scotia, a Certificate of Good Standing form must accompany your application; Consent for Release of Information***
 - 7.Verification of active membership in the Nova Scotia Dental Association; please contact 902-420-0088;***
 - 8.Payment of appropriate fees to the Provincial Dental Board of Nova Scotia:***
 - 9.Verification of malpractice insurance - minimum of \$ 3 million coverage;***
 - 10.If not a new graduate, one must have proof of continual practice defined as a minimum of 450 hours within the last three years preceding the date of application (see Regulation No.1, Section 7) - letter from employer or signed affidavit.***
- \$ 100.00 Initial registration fee***
- \$ 980.00 Annual license fee (December 1 - November 30th)***

- \$ 490.00 if licensing after June 1st of any given year.

ALL APPLICANTS MUST MEET WITH THE REGISTRAR IN PERSON TO FINALIZE THE REGISTRATION AND LICENSING PROCESS. PLEASE CALL IN ADVANCE TO SCHEDULE AN APPOINTMENT @ 902-420-0083.

Payment of fees is accepted by visa, mastercard, debit, cheque, or money order. Please Note: License fees are non-refundable. Correct documentation and fees must accompany application forms and must be presented to the Registrar on your scheduled appointment.

Graduates from Non Accredited Dental Programs The basic qualification for licensure to practice dentistry in Nova Scotia is the National Dental Examining Board of Canada (NDEB) certification. Graduates of Non Accredited Dental Programs who want to be certified to practice dentistry in Canada need to contact the Association of Canadian Faculties of Dentistry (ACFD).

For further information please visit their website at <http://www.acfd.ca> REGISTRATION & LICENSURE REQUIREMENTS – SPECIALISTS In order to be registered and licensed to practice as a dental specialist in the province of Nova Scotia , the following requirements must be met and submitted:

- 1. A completed application form, signed by a Commissioner of Oaths, with an attached photograph;**
- 2. A copy of your graduation certificate from a dental school which is accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation.**
- 3. A copy of your National Dental Examining Board generalist's certificate;**
- 4. A copy of your graduate / post graduate degree, diploma or certificate in a specialty recognized by the Board from a post secondary educational institution in Canada or the United States whose specialty program is or has been accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation;**
- 5. Confirmation of the National Dental Specialty Examination (NDSE) administered by the Royal College of Dentists of Canada;**
- 6. A copy of your birth certificate;**
- 7. If you are or have been engaged in practice in another jurisdiction before moving to Nova Scotia , a Letter of Good Standing form must accompany your application; Consent for Release of Information form.**
- 8. Verification of active membership in the Nova Scotia Dental Association; please contact 902-420-0088 or visit the website at www.nsdenal.org**

9. Verification of malpractice insurance – minimum of \$ 3 million coverage.

10. Payment of appropriate fees to the Provincial Dental Board of Nova Scotia :

\$ 100.00 initial registration fee

\$ 980.00 annual license fee (December 1 – November 30th)

\$ 490.00 if licensing after June 1st 11.

If not a new graduate, one must have proof of continual practice defined as a minimum of 450 hours within the last three year preceding the date of application

ALL APPLICANTS MUST MEET WITH THE REGISTRAR IN PERSON TO FINALIZE THE REGISTRATION AND LICENSING PROCESS. PLEASE CALL IN ADVANCE TO SCHEDULE AN APPOINTMENT @ 902-420-0083.

Payment of fees is accepted by Visa, Mastercard, cheque, cash, or money order only. Please Note: License fees are non-refundable. Correct documentation and fees must accompany application forms and must be presented to the Registrar on your scheduled appointment.

Review Finding (info-q5)

Level 3

Action (info-q5)

No action required at this time.

Sections 7(d), 16(3)(b)

Question 6 (info q6)

If you require translation of specific documents how is the applicant informed?

Respondent Answer

Email, Telephone

Explain, specify, clarify, quantify, where appropriate. (info-q6)

Contact is always made with applicants to discuss the requirements and documentation. At that time the applicant will inform us if any of their documents need to be translated and always the applicant is prepared by having the translation already done by the time they meet with us to finalize the licensing process. For those who do not have the translations already done then we would provide a translation service for them at their cost.

Review Finding (info-q6)

Level 2

Action (info-q6)

Information will be included on website with upgrade.

Section 7(a)

Question 7 (info q7)

Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade)?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q7)

The Provincial Dental Board has a uniform registration process for all applicants seeking licensure in Nova Scotia.

Review Finding (info-q7)

Level 2

Action (info-q7)

AIT process will be documented with web upgrades.

Sections 7(a), Ch 7

Question 8 (info q8)

Does your organization make accommodations for applicants with physical or mental disability?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q8)

Refer to the Code of Ethics. Responsibilities to patients - Article 2

Review Finding (info-q8)

Level 3

Action (info-q8)

No action required at this time.

Section 16(3)(h)

Question 9a (info q9a)

a. Is any or all of your assessment process done by a third party (e.g. national bodies, credential assessment agencies, etc.)?

Respondent Answer

Yes

Question 9b (info q9b)

b. If so, please specify the name of the organization and describe their role.

Respondent Answer

The National Dental Examining Board of Canada and the National Dental Assistants Examining Board of Canada.

Question 9c (info q9c)

c. Please indicate the types of activities that they assist with?

Respondent Answer

Data Collection, Data Storage, Credential Assessment, Verification of Documents, Examinations, Recognition of Prior Learning

Question 9d (info q9d)

d. Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act including transparency, objectivity, impartiality and procedural fairness?

Respondent Answer

Participation on Board

Question 9e (info q9e)

e. Are you informed of all decisions made by third parties on applicants?

Respondent Answer

Yes

Question 9f (info q9f)

f. Does your third party have an internal review process for unsuccessful applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q9)

The National Dental Examining Board of Canada (NDEB) is the organization responsible for establishing and maintaining a national standard of competence for dentists in Canada. The NDEB has formal appeals procedures for all assessments. Information on appeals for rejected applications and for appeals of AFK, ACJ, and ACS is attached. The National Dental Assisting Examining Board (NDAEB) performs similar duties for dental assistants.

The NDAEB's Candidate Eligibility Assessment Committee determines the eligibility of exam applicants based on the recommendations of the CAO & Registrar who reviews in detail agency reports and certified academic records prior to making exam eligibility recommendations.

In the event a candidate is denied eligibility due to a lack of mandatory education, the applicant may appeal to the committee for reconsideration. That said, in any given year the NDAEB receives approximately 160 international applicant files for consideration. Almost all are granted exam eligibility. The few that are not granted exam eligibility by the NDAEB are advised to attend formal education upgrading in the skills missing in their foreign education programs. Credit is given for education completed prior to applying to NDAEB.

Review Finding (info-q9)

Level 3

Action (info-q9)

No action required at this time.

Section 16(3)(i)

Question 10a (info q10a)

a. What types of supports do you provide to applicants during the registration process?

Respondent Answer

Internet, Telephone, Print Material

Question 10b (info q10b)

b. Have you had applicants who need support mechanisms that you can't provide or are not available?

Respondent Answer

No

Review Finding (info-q10)

Level 3

Action (info-q10)

No action required at this time.

Sections 7(e), 16(3)(k)

Question 11 (info q11)

Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q11)

Applicants who do not satisfy the continuous practice requirement for licensure are informed of the educational requirements for relicensure. Applicants who are seeking initial licensure and who do not satisfy the licensing requirements are provided information about their deficiencies and advised on how to fulfill these requirements.

Review Finding (info-q11)

Level 3 - letter with reasons

Action (info-q11)

No action required at this time.

Section 8(d)

Question 2 (comm q2)

Do you have a reasonable timeframe to respond to inquiries from applicants?

Respondent Answer

1 Very Reasonable

Explain, specify, clarify, quantify, where appropriate. (comm-q2)

The Board's turn- around time once an application is received is within 5 business days.

Review Finding (comm-q2)

Level 1

Action (comm-q2)

Not documented and communicated at the present time but this information will be included in web upgrades.

Sections 7(b), 8(a), 8(b), 8(c)

Question 3a (comm q3a)

a. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?

Respondent Answer

Yes

Question 3ai (comm q3ai)

i. Do you have a formal policy for this process?

Respondent Answer

No

Question 3aii (comm q3aii)

ii. Do you have a standard timeline?

Respondent Answer

No

Question 3b (comm q3b)

b. Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such

review)?

Respondent Answer

Yes

Question 3c (comm q3c)

c. Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you communicate the results?

Respondent Answer

Recognizing that the Board members do not have formal training with respect to the appeals process and decision writing, the Dental Board would forward the appeal to either the Nova Scotia Health Regulated Network or we would hire a consultant for this process.

Review Finding (comm-q3)

Level 1 - have not had an issue with this

Action (comm-q3)

No action required at this time.

Sections 8(b), 8(c)

Question 1a (docu q1a)

a. Do you provide information on what documentation of qualifications must accompany an application?

Respondent Answer

Yes

Question 1b (docu q1b)

b. Do you include a process for verification of documentation authenticity?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q1)

The information with respect to documentation qualifications can be found on our website under "Registration and Licensing" Documents must be notarized. This can be done prior to

meeting the Registrar or this is a service that the Board can provide at no charge.

Review Finding (docu-q1)

Level 2

Action (docu-q1)

No action required at this time.

Section 9(a)

Question 2 (docu q2)

Do you provide information on the steps in the registration process including supporting documentation required at the various steps?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (docu-q2)

Again this information is readily available on our website under "Registration and Licensing"

Review Finding (docu-q2)

Level 1

Action (docu-q2)

Will develop a registration flow sheet (with timelines) for applicants. Will be made available on the website.

Sections 7(c), 16(3)(a), 16(3)(b)

Question 3 (docu q3)

Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (e.g. a sworn statement in lieu of full documentation)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q3)

This decision is on a case by case basis. We have never accepted a sworn statement in lieu of full documentation. We have never been in a situation where this has occurred.

Review Finding (docu-q3)

Level 1

Action (docu-q3)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 4 (docu q4)

What difficulties or obstacles are faced by applicants who received their qualification in a country other than Canada?

Respondent Answer

obtaining original documents, verification of credentials, language proficiency or professional technical language

Explain, specify, clarify, quantify, where appropriate.(docu-q4)

This situation does not apply to foreign trained dentists who graduated from Accredited programs or for foreign trained dentists who come from countries with reciprocal agreements.

Review Finding (docu-q4)

Accepted

Action (docu-q4)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 5a (docu q5a)

a. Do you have a process for which requests for access documentation related to registrations are considered?

Respondent Answer

Yes

Question 5b (docu q5b)

b. Is this made available to applicants?

Respondent Answer

Yes

Question 5c (docu q5c)

c. What information may you exclude?

Respondent Answer

This request is called a "Certificate of Standing" or a "Letter of Good Standing".. This would be requested by a Regulatory Authority if a licensee who is or has been licensed in Nova Scotia is applying for licensure in that jurisdiction

Question 5d (docu q5d)

d. Do you charge a fee?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q5)

There is a fee of \$ 35.00 payable by the licensee for "Certificates of Standing or Letters of Good Standing".

Review Finding (docu-q5)

Level 1

Action (docu-q5)

Appeal process will be developed and will include information and timelines.

Section 12(1), 16(3)(j)

Question 1 (inte q1)

Does your Act include an authority to conduct an internal review of the registration decision?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(inte-q1)

See comments

Review Finding (inte-q1)

Accepted

Action (inte-q1)

No action required at this time.

Section 7(a)

Question 2 (inte q2)

Do you have a regulation or by-law that defines the internal review process?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (inte-q2)

There is no such document

Review Finding (inte-q2)

Accepted

Action (inte-q2)

Will develop an appeal process that will include information requirements and timelines.

Section 7(a)

Question 3 (inte q3)

When are unsuccessful candidates informed of their right to internal review of a registration decision?

Respondent Answer

Included with a registration decision

Explain, specify, clarify, quantify, where appropriate. (inte-q3)

In the decision the applicant would be informed as to the reasons why their application was declined. They would also be informed that they can appeal this decision to the Board. The Board would decide on how to proceed with the appeal.

Review Finding (inte-q3)

Level 2

Action (inte-q3)

Appeal process will be developed.

Sections 7(a), 10(1)

Question 4a (inte q4a)

a. Do you have an internal review process and procedures document (policy document)?

Respondent Answer

No

Question 4b (inte q4b)

b. Does this include time frames for the internal review?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (inte-q4)

The Dental Board currently does not have such a policy document in place

Review Finding (inte-q4)

Level 1

Action (inte-q4)

Appeal process will be developed.

Sections 7(a), 10(1)

Question 5a (inte q5a)

For the internal review process you make available to applicants that are not granted registration:

a. Summarize the process of the internal review?

Question 5b (inte q5b)

b. Describe the opportunities made available to an applicant to make submissions respecting such review.

Respondent Answer

Depends upon advice received from the consultant and the process which is identified by the Network.

Question 5c (inte q5c)

c. Specify the format for the internal review submission

Respondent Answer

Written

Question 5d (inte q5d)

d. What is the timeline for submitting supporting evidence?

Question 5e (inte q5e)

e. Do you believe this is enough time to receive supporting evidence from outside Canada?

Review Finding (inte-q5)

Level 1

Action (inte-q5)

Appeal process will be developed.

Sections 7(a), 10(1), 10(2), 10(4), 16(3)(m)

Question 6a (inte q6a)

a. Are the results of the internal review made available to applicants in writing, with reasons?

Respondent Answer

Yes

Question 6ai (inte q6ai)

i. In what timeframe are the results of the internal review made available to applicants?

Respondent Answer

1-2 months

Question 6a(ii) (inte q6a(ii))

ii. Are these timelines communicated?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(inte-q6)

This process has never been undertaken before. The applicant would be informed of the decision with reasons which support the decision. The length of time this process would take is hard to determine because of its uniqueness, however it would be undertaken as expeditiously as possible.

Review Finding (inte-q6)

Level 1

Action (inte-q6)

Appeal process will be developed.

Sections 7(a), 10(3)

Question 7 (inte q7)

Have individuals who make internal review decisions received appropriate training?

Review Finding (inte-q7)

Accepted

Action (inte-q7)

This will be dealt with through the Health Network.

Sections 7(a), 11, 16(3)(p)

Question 7 (inte q7)

Have individuals who make internal review decisions received appropriate training?

Sections 7(a), 11, 16(3)(p)

Question 8 (inte q8)

Do you have a prohibition that states ‘no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review’?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q8)

31. (1) A person who is dissatisfied with a decision of the Registrar respecting registration, licensing or otherwise relating to entries in any of the registers may appeal from the decision to The Board. (2) Where an appeal is taken pursuant to subsection (1), The Board may reverse, uphold or vary the decision of the Registrar.

Review Finding (inte-q8)

Level 3

Action (inte-q8)

No action required at this time.

Sections 7(a), 10(5), 16(3)(n)

Question 8 (inte q8)

Do you have a prohibition that states ‘no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review’?

Sections 7(a), 10(5), 16(3)(n)

Yes

Question 6b (labo q6b)

b. If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. a notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (labo-q6)

Review Finding (labo-q6)

Accepted

Action (labo-q6)

No action required at this time.

Appendix B – Forms



**PROVINCIAL DENTAL BOARD
OF NOVA SCOTIA**

1559 Brunswick Street, Suite 102
Halifax, NS B3J 2G1
(902) 420-0083

For Office Use

APPLICATION FOR REGISTRATION OF INTRA-ORAL DENTAL ASSISTANT

(Please print clearly)

PERSONAL DATA		
Surname	Given Names (Underline Name commonly used)	
Full Address		Telephone
<hr/>		Home: <hr/>
<hr/>		Work: <hr/>
Postal Code: <hr/>		
Date of Birth (month/day/year)	Social Insurance No.	
<hr/>	<hr/>	

DENTAL ASSISTING EDUCATION & PRACTICE INFORMATION		
Dental Assisting School Graduated	Province I State	Year Graduated
<hr/>	<hr/>	<hr/>
List provinces/states where you have practiced dental assisting since graduation:		
Province/State	Dates Practiced (From / To)	Employer
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

A false statement, knowingly made by the applicant in any clause in this application, is good cause for rejection of application or for revocation of license after license has been granted.

Signature of applicant

Date



Provincial Dental Board of Nova Scotia
102, 1559 Brunswick Street
Halifax, Nova Scotia
B3J 2G1

APPLICATION FORM

Application for the Month/Year: _____

TYPE OF REGISTRATION

☐

GENERAL

☐

SPECIALTY _____

☐

SPECIALIST LIMITED TO THEIR SPECIALTY

☐

STUDENT

Applicant Name				
LAST	GIVEN NAMES			
OFFICE ADDRESS:	STREET	SUITE	CITY	
PROVINCE/STATE	POSTAL CODE	TEL	FAX	E-MAIL
HOME ADDRESS:	STREET	SUITE	CITY	
PROVINCE/STATE	POSTAL CODE	TEL	FAX	E-MAIL
DATE OF BIRTH	MONTH/DAY/YEAR	PLACE OF BIRTH		
GENDER:	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	FLUENT IN:	<input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> OTHER (SPECIFY)
Are you a Canadian citizen or permanent resident of Canada? <input type="checkbox"/> YES <input type="checkbox"/> NO Citizenship: _____				
If "yes", please provide a certified copy of your Canadian birth certificate, citizenship card or proof of permanent residency status.				
If "no", please provide details of your current citizenship and a certified copy of the authorization issued by Citizenship and Immigration Canada which permits you to engage in the practice of dentistry in Canada.				
Is the name on your application different from the one on your Degree? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Please provide details: _____				
Date of Name Change: _____ Location: _____				
Please provide a certified copy of a legal document certifying name change, i.e. Marriage Certificate, Legal Name Change Decree, etc.				

FOR OFFICE USE ONLY

Date Received: _____ Registration No.: _____ Registration Date: _____



Provincial Dental Board of Nova Scotia
102, 1559 Brunswick Street
Halifax, Nova Scotia
B3J 2G1

APPLICATION FORM

PHOTO:

Please paste a passport-sized photo taken within the past twelve months and sign in the space indicated.

DENTAL EDUCATION

NAME OF UNIVERSITY/LOCATION	DIPLOMA/DEGREE	DATE STARTED	DATE COMPLETED
		mm/dd/yy	mm/dd/yy
		mm/dd/yy	mm/dd/yy

Please provide an original letter from the Dean or his/her designate and a certified photocopy of your degree certifying your graduation in dentistry. Note: If reinstating, it is not necessary to forward this documentation again.

NDEB CERTIFICATE

☐

☐

POST GRAD EDUCATION (INTERNSHIP OR SPECIALTY PROGRAM)

NAME OF UNIVERSITY/LOCATION	DIPLOMA/DEGREE	DATE STARTED	DATE COMPLETED
		mm/dd/yy	mm/dd/yy
		mm/dd/yy	mm/dd/yy

POST GRAD EDUCATION

Please provide an original letter from the Dean or Director of postgraduate studies or his/her designate and a certified photocopy of your diploma certifying your graduation in your postgraduate dental program.

Royal College of Dentists of Canada National Dental Specialty Examination (NDSE): ☐ YES ☐ NO

Date: _____

If "yes", please have the RCDC forward a letter to the Provincial Dental Board of Nova Scotia verifying your successful completion.



Provincial Dental Board of Nova Scotia
102, 1559 Brunswick Street
Halifax, Nova Scotia
B3J 2G1

APPLICATION FORM

PRACTICE INFORMATION

Have you practised or been previously registered/licensed to practise dentistry (or any health profession) in any jurisdiction / country / province / state outside of Nova Scotia]?

☐ YES (FILL OUT ATTACHED RELEASE FORM A) ☐ NO

If "yes", check the form of registration/license you held and list all of the locations at which you have practiced or where registered/licensed. Attach a separate list if required.

- ☐ (i) a General Licence from _____ (M/D/Y) to _____ (current or M/D/Y)..
- ☐ (ii) a Specialty Licence in _____ (specify specialty) from _____ to _____ (current or M/D/Y).
- ☐ (iii) a Student License from _____ to _____ (current or M/D/Y).
- ☐ (iv) a Limited Specialty License from _____ to _____ (current or M/D/Y) .

Country/Province or State/Region	REGISTERED/LICENSED	
	From (M/D/Y)	To (M/D/Y)

If you have practised or been previously registered/licensed to practise dentistry or any health profession in any jurisdiction / country / province / state outside of Nova Scotia complete our Certificate of Standing. Please complete Form A so that we may obtain additional information from that governing body should we determine it appropriate to do so.

If you have engaged in the practise of dentistry or any health profession in any other jurisdiction, have you ever been the subject of any proceedings in that jurisdiction referable to your competence (professional misconduct or incompetence) or fitness to practise (incapacity)?

YES ☐ NO ☐

If "yes", please provide full details including copies of any documents in your possession referable to the matter. Attach a separate record if there is insufficient space in the box below.

Have you ever been refused registration/licensure in any jurisdiction?

YES ☐ NO ☐

Since completing either an undergraduate dental program or specialty program or having been assessed and obtained a Certificate of Completion from an approved Canadian University, have you practiced a minimum of 450 hours within the preceding 3 year period from your date of application?

YES ☐ NO ☐



Provincial Dental Board of Nova Scotia
102, 1559 Brunswick Street
Halifax, Nova Scotia
B3J 2G1

APPLICATION FORM

If "yes", please provide full details including copies of any documents in your possession referable to the matter. Attach a separate record if there is insufficient space in the box below.

HEALTH HISTORY

Do you currently suffer from any physical or mental condition or disorder which may impair your ability to practise dentistry safely and competently or which, if left untreated, would impair your ability to practise dentistry safely and competently?

☐ YES (FILL OUT FORM B) ☐ NO

Have you at any time during the previous ten years suffered from a physical or mental condition or disorder which has impaired your ability to practise dentistry safely and competently or which, if left untreated, would have impaired your ability to practise dentistry safely and competently?

☐ YES (FILL OUT FORM B) ☐ NO

If your answer to either of the above two questions is "yes", please provide full details including the names and addresses of all health-care practitioners who have treated you in respect of the condition/disorder as well as providing a separate release (Form B) so that we may obtain the information directly from them.

JUDICIAL PAST CONDUCT

Have you ever had a summary conviction or been found guilty of a criminal offence, either in Canada or in any other jurisdiction? This includes a finding of guilt under the Criminal Code of Canada, the Controlled Drugs and Substances Act (Canada) [formerly the Narcotic Control Act (Canada)] and the Food and Drugs Act (Canada) or any other offence where the penalty could have involved your being incarcerated.

YES ☐ NO ☐



Provincial Dental Board of Nova Scotia
102, 1559 Brunswick Street
Halifax, Nova Scotia
B3J 2G1

APPLICATION FORM

If the answer was "yes" to the question above, provide full details of the guilty finding and include copies of all relevant documents in your possession or control referable to the matter. Attach a separate summary if there is insufficient space below.

DECLARATION

I solemnly declare that the contents of this application are true and complete to the best of my knowledge and belief. I understand and agree that if I make a false or misleading statement or representation in respect of my application or submit falsified documentation, I shall be deemed not to have satisfied the requirements for a Certificate of Registration. I further understand and agree that if a Certificate of Registration should be issued to me based upon a false or misleading statement, representation or documentation then the Certificate is subject to immediate revocation/cancellation.

Taken and declared before me in the District, Province, State of

this _____ day of _____, 20____.

Notary Public, Lawyer, Officer of an Embassy or Consulate

(Official seal, stamp, or business card must be provided.)

Signature of Applicant

(APPLICATION VALID FOR 3 MONTHS FROM THE DATE OF SIGNING/ATTESTATION.)

A CONSENT FOR RELEASE OF INFORMATION FORM

Form A Consent for Release of Information (Complete only if answer to Practice Information is "yes")

I have made application with the Provincial Dental Board of Nova Scotia (Dental Board) for a Certificate of Registration in order to engage in the practice of dentistry in Nova Scotia.

The Dental Board may wish additional information in connection with my application and I have agreed to co-operate with the Dental Board to assist it in processing my application.

I therefore, hereby irrevocably authorize and direct the:

Name of Regulatory Body (make additional copies of Form A if more than one Regulator)

Address

Country

Postal Code

Telephone No.

to provide the Provincial Dental Board, at my expense, with full disclosure of any and all information you may have respecting my application to you, my history including complaints, investigations and any unresolved cases / matters therein, my continuing education standing, in addition to any information respecting my professional conduct, competence and capacity including providing a copy of any written information in my file pertaining to these matters and this shall be your full, final and irrevocable authority for so doing.

It is further understood and acknowledged by me that I have been advised by the Dental Board that I should obtain legal advice prior to executing this consent and that I have either done so or have had sufficient opportunity to do so prior to executing this consent for release of information.

Signature of Applicant

Signature of Witness

Applicant (print name)

Witness (print name)

Date

Return completed form marked Confidential to:

Registrar
Provincial Dental Board of Nova Scotia 102,
1559 Brunswick Street
Halifax, NS B3J 2G1

A CONSENT FOR RELEASE OF INFORMATION FORM

Form B **Consent for Release of Health Information** (Complete only if answer to Health History is "Yes")

I have made application with the Provincial Dental Board of Nova Scotia for a Certificate of Registration in order to engage in the practice of dentistry in Nova Scotia.

The Dental Board may wish additional information in connection with my application and I have agreed to co-operate with the Dental Board to assist it in determining whether I am able to practice dentistry safely.

I therefore, hereby irrevocably authorize and direct, instruct, and authorize the following health-care practitioner(s) to release to the Provincial Dental Board of Nova Scotia at my expense any and all information, reports, records, and documents, including copies thereof in your possession or control, pertaining to my health and your treatment of me.

Name of Health Care Practitioner(s) (make additional copies of Form B if more than one health-care practitioner)

Address

Country Postal Code

Telephone No.

Furthermore, I authorize you to speak to the Dental Board directly should it find it necessary to clarify or obtain any further information it may require in respect of these matters, and this shall be your full, final and irrevocable authority for doing so.

It is further understood and acknowledged by me that I have been advised by the Dental Board that I should obtain legal advice prior to executing this consent and that I have either done so or have had sufficient opportunity to do so prior to executing this consent for release of health information.

Signature of Applicant

Signature of Witness

Applicant (print name)

Witness (print name)

Date

Return completed form marked Confidential to:

Registrar
Provincial Dental Board of Nova Scotia 102,
1559 Brunswick Street
Halifax, NS B3J 2G1