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PROVINCIAL  
DENTAL BOARD OF  
NOVA SCOTIA  
(PDBNS)

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Fair Registration  
Practices Act (FRPA)  
PROGRESS REPORT  
April 2020

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Province of Nova Scotia

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## Executive Summary

The Provincial Dental Board of Nova Scotia's (PDBNS) 2020 Action Plan was developed in response to findings based on their biennial review of registration practices, as per requirements of the Fair Registration Practices Act (FRPA). The review has identified both progress to date and opportunities for continuous growth toward fairer assessment of all applicants and registration practices.

The PDBNS have made some notable improvements to their registration practices since the last FRPA review in 2017. These include the development of formal policies pertaining to accommodations, accepting alternative documentation when required documents cannot be obtained for reasons beyond the applicant's control, and applicant access to registration documentation, as well as making registration policies publicly available on the PDBNS website. These improvements demonstrate that information about registration practices are being shared with applicants in an open and transparent manner.

Findings of the 2020 progress review show that the registration practices of the PDBNS are compliant with most requirements of the FRPA. There is one priority area which is not compliant with requirements of the CFTA. PDBNS has committed to addressing this issue over the next five months by developing a registration process for CFTA applicants which facilitates registration with proof of good standing in another jurisdiction without any additional material requirements such as proof of training, experience, examinations, etc.

The PDBNS continue to demonstrate a commitment to improvement of registration practices as evidenced by the remainder of their 2020 Action Plan. Over the next two years the PDBNS will address the following actions for improvement that have resulted from the 2020 FRPA progress review:

- improve the navigability of the registration portion of the PDBNS website providing information in a clear and understandable form to individuals in all applicant streams;
- develop a policy on communicating registration decisions with consideration being given to all decision points along the pathway to licensure;
- create a public-facing step-by-step pathway to licensure for each license type (Dentists and Assistants) including supporting documentation required at the various steps along the pathway;
- Expand the Appeals Policy to include Dental Assistants and edit the policy to include some enhancements, ensuring compliance with all requirements of the FRPA.

I appreciate the PDBNS's commitment to ensuring fair access to the profession and wish to thank Dr. Gillis and staff for their cooperation and participation throughout the FRPA progress review.

Sincerely,



Patricia Mertins  
Review Officer, Fair Registration Practices Act

## Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair.<sup>1</sup> The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices.<sup>2</sup>

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Provincial Dental Board of Nova Scotia (PDBNS) to review and report on its current registration practices. Second, it shares the PDBNS's progress on previously identified areas for improvement

Through the 2020 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by PDBNS to date and identify opportunities to further improve and evolve registration practices.

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<sup>1</sup> The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2018, c. 23.

<sup>2</sup> For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: [http://novascotia.ca/lae/RplLabourMobility/documents/FRPA\\_GuidetoReviewProcess\\_WEB.pdf](http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf)

## Context of the Profession in Nova Scotia

### Occupational Profile

**Dentistry:** Dentistry is a regulated health profession in the Province of Nova Scotia. The scope of practice for dentists is found in s.(2)(f) of the *Dental Act*:

- i. *the diagnosis and treatment of any injury, disease, pain, deformity, defect, lesion, disorder or physical condition of, to, in or from a human mouth, mandible or maxilla or associated structures or tissues, including the prescribing and administering of radiographs, anaesthetics, drugs and medicines in connection therewith,*
- ii. *prescribing or advising the use of, or constructing, fitting or repairing any dental prosthesis, fixed or removable, denture, bridge, or appliance for any of the purposes indicated in subclause (i) or to replace, improve or supplement a human tooth, or to prevent, alleviate, correct or improve any condition in the human oral cavity, or to be used in, upon or in connection with a human tooth, jaw or associated structure or tissues, or in the treatment of any condition thereof, and*
- iii. *taking or making, or the giving of advice or assistance, or the providing of facilities for the taking or making of any impression, bite or cast and design preparatory to constructing, fitting or repairing a dental prosthesis, fixed or removable, denture, bridge, appliance or thing;*

**Dental Assisting:** Dental Assisting is a regulated health profession in the Province of Nova Scotia. The scope of practice of Registered Dental Assistants (RDAs) involves intraoral procedures such as taking impressions, exposing radiographs, and placing and removing dental dams. The list of procedures a dental assistant can perform are listed in the Dental Assistants Regulations on The Provincial Dental Board's website: <http://pdbns.ca/about/regulation/dental-assistants>. These procedures must be performed under the direct supervision of a dentist.

### Organizational Description

The Provincial Dental Board of Nova Scotia was established on May 19, 1891 by government for the protection of the public. Government legislation created the Provincial Dental Board granting the Board the power to regulate the study of dentistry, to conduct final examinations, to examine degrees and credentials of dentists wishing to practice, to register and license dentists, to maintain the Dental Register, and to uphold the regulations.

Today, the Provincial Dental Board is the regulatory body for the professions of dentistry and dental assisting to serve the public's interest. The *Dental Act* (1992) and regulations pursuant to the *Act* allows the self-regulation of these professions. The Provincial Dental Board sets the requirements for registration and licensure of dentists and dental assistants, maintains Registers for dentists and dental assistants, addresses complaints through its discipline regulations, develops policy and standards for safe dental practice, and undertakes quality assurance of licensees through mandatory continuing dental education and dental practice review.

The Provincial Dental Board recognizes that it must uphold the foundation upon which the public's trust has been built using a sound strategic plan to navigate the growing complexity of health regulation in Nova Scotia.

### **Active Membership Requirements**

Be a current member of the Nova Scotia Dental Association (NSDA) or the Nova Scotia Dental Assistants' Association (NSDAA).

Pay Licensing fees

Completing a license renewal form on an annual basis and signing a Statement of Practice.

Current malpractice insurance for dentists

### **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 Canadian Free Trade Agreement (CFTA), 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 applicant's 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
  - \$ 1145.00 Annual license fee (December 1 - November 30)
  - \$ 572.50.00 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.

#### **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\* <https://ndeb-bned.ca/en/non-accredited>

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.

<https://ndeb-bned.ca/en/non-accredited>

*\*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:

- 1) they have graduated from any of the following:
  - a) 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,
  - b) 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;
- 2) they have successfully completed the National Dental Specialty Examination set by the Royal College of Dentists of Canada;
- 3) they are in good standing in the dental profession;
- 4) they have paid the fees prescribed by the Board for certification as a specialist.

In this Section, "Canadian Free Trade Agreement" 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 Canadian Free Trade Agreement (CFTA), 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 – 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. [https://www.ndaeb.ca/exam\\_general\\_E.php](https://www.ndaeb.ca/exam_general_E.php)
- 8) For the purposes of labour mobility under CFTA, 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:
  - a) \$ 65.00 initial registration fee
  - b) \$ 235.00 annual license fee (May 1 to April 30)
  - c) \$ 117.50 licensing fee if licensing after November 1<sup>st</sup>

## **CFTA Transfers**

### **Dental Assistants**

For the purposes of labour mobility under the Canadian Free Trade Agreement (CFTA), 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

### **Dentists**

For the purposes of labour mobility under the Canadian Free Trade Agreement (CFTA), 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'

## **International Applicants**

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.

International applicants must be certified by the National Dental Examining Board of Canada (NDEB) prior to applying to the Provincial Dental Board for licensure.

Graduates of accredited dental programs are individuals who have completed an undergraduate dental program offered by a university dental institution that has been recognized by the Commission on Dental Accreditation of Canada (CDAC). Thine accredited programs include: CDAC Accredited Dental Programs; Commission on Dental Accreditation (CODA) Accredited Dental Programs (USA); Australian Dental Council for graduates on or after March 31, 2010; Dental Council of New Zealand for graduates on or after December 14, 2011; Irish Dental Council for graduates on or after December 5, 2012; and an additional CODA accredited dental program - Graduate of King Abdulaziz University (Kingdom of Saudi Arabia), after August 1, 2019.

Graduates of non-accredited dental programs are individuals who have received an undergraduate dental degree offered by a university- based dental institution that is not recognized by CDAC. There are two pathways to certification as a general dentist in Canada for graduates of non-accredited general dentistry programs: 1. successful completion of an accredited Qualifying/Degree Completion Program; or 2. successful completion of the NDEB Equivalency Process.

Qualifying or Degree Completion Programs: Accredited Qualifying and Degree Completion Programs are offered by Faculties of Dentistry in Canada. These programs are designed to familiarize international graduates to dentistry and dental practice in Canada. Upon successful completion of a Qualifying or Degree Completion Program individuals are eligible to participate in the NDEB Certification Process.

NDEB Equivalency Process: The NDEB Equivalency Process includes three assessments. Successful completion of the assessments allows individuals to participate in the NDEB Certification Process.

Full details are available at <https://ndeb-bned.ca/en/non-accredited>.

## **Organizational Structure and Staffing**

A member of the Board holds office for a three-year term and is eligible for reappointment 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)
- Deputy Registrar (part-time)
- Executive Assistant (full-time)
- Receptionist (full time)
- Bookkeeper / Information Technologist (part-time)

## **Types of Licenses/Certificates Issued**

Type of Licenses 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:

- oral and maxillofacial surgery;
- orthodontics;
- pediatric dentistry;
- periodontics;
- dental public health;
- endodontics;
- oral pathology;
- oral radiology;
- prosthodontics.

## Overview of Registration Process

### **Registration Information**

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

## **Registration Process**

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 Canadian Free Trade Agreement (CFTA), 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 applicant's 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:
  - a. \$ 100.00 Initial registration fee
  - b. \$ 1145.00 Annual license fee (December 1 - November 30)
  - c. \$ 572.50 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.

## **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**

There are two pathways to certification as a general dentist in Canada for graduates of non-accredited general dentistry programs:

Successful completion of an accredited Qualifying/Degree Completion Program

Successful completion of the NDEB Equivalency Process

<https://ndeb-bned.ca/en/non-accredited>

### **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.

### **Cost of Registration (including payment methods)**

In 2019, the total financial cost charged to the applicant by PDBNS to obtain a dental license or specialty certificate is \$ 1245.00. The total financial cost charged to the applicant by PDBNS to obtain a dental assistant license is \$ 300.00.

The Dental Board accepts payments by credit card, cheque, money order or cash.

## Summary from 2017 FRPA Review Report

The following table summarizes the Action Plan from the Provincial Dental Board of Nova Scotia 2017 Review Report and the progress that has been made by the PDBNS in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	Formalize and document the policy for accommodating applicants with disabilities during the registration process, and the relationship between this policy and policies regarding fitness to practice.	16(3)(h)	Completed		<a href="http://pdbns.ca/uploads/applicants/Registration_Policy_Accommodation_of_Disabilities_-_September_2019.pdf">http://pdbns.ca/uploads/applicants/Registration_Policy_Accommodation_of_Disabilities_-_September_2019.pdf</a>
2	Formalize the policy regarding the impact of academic misconduct on an applicant's registration and make it accessible to applicants.	7(a)	Completed		<a href="http://pdbns.ca/uploads/applicants/Registration_Policy_Academic_Misconduct-September_2019.pdf">http://pdbns.ca/uploads/applicants/Registration_Policy_Academic_Misconduct-September_2019.pdf</a>

3	Formalize the policy regarding the acceptance of information when required documentation cannot be obtained for reasons beyond the applicant's control.	9(b)	Completed		<a href="http://pdbns.ca/uploads/applicants/Registration_Policy_Accepting_Alternative_Information-September_2019.pdf">http://pdbns.ca/uploads/applicants/Registration_Policy_Accepting_Alternative_Information-September_2019.pdf</a>
4	Formalize the policy enabling applicants to request access to documentation regarding their application and make it accessible to applicants.	12	Completed		<a href="http://pdbns.ca/uploads/applicants/Registration_Policy_Requesting_Access_of_Application_Documentation-September_2019.pdf">http://pdbns.ca/uploads/applicants/Registration_Policy_Requesting_Access_of_Application_Documentation-September_2019.pdf</a>
5	Specify a timeframe for the Registration Appeal Committee to issue its decision after a hearing concludes within the Licensing Appeals policy.	10(3)	Completed		<a href="http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf">http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf</a>

## 2019 Registration Data

#	Question	Response
1	<b>Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.</b>	1,496
2	<b>Number of registrations for the reporting year, from applicants who received their qualifications as indicated below.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant.</li> </ul>	59
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification.</li> </ul>	15
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant.</li> </ul>	9
	<ul style="list-style-type: none"> <li>CFTA Transfers, applicants already registered in another Canadian jurisdiction.</li> </ul>	19
	<ul style="list-style-type: none"> <li>Total number of applicants.</li> </ul>	102
3	<b>Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.</b>	
	<ul style="list-style-type: none"> <li>Conditional Dental Assistant</li> </ul>	29
	<ul style="list-style-type: none"> <li>Dental Assistant</li> </ul>	802
	<ul style="list-style-type: none"> <li>Dental Public Health</li> </ul>	2
	<ul style="list-style-type: none"> <li>Endodontist</li> </ul>	22
	<ul style="list-style-type: none"> <li>General Practitioners</li> </ul>	469
	<ul style="list-style-type: none"> <li>Limited Specialty Certificate Endodontics</li> </ul>	2
	<ul style="list-style-type: none"> <li>Limited Specialty Certificate Oral Pathology</li> </ul>	1
	<ul style="list-style-type: none"> <li>Limited Specialty Certificate Orthodontics</li> </ul>	1
	<ul style="list-style-type: none"> <li>Limited Specialty Certificate Periodontics</li> </ul>	3
	<ul style="list-style-type: none"> <li>Limited Specialty Certificate Prosthodontics</li> </ul>	1

	• Oral Pathologist	3
	• Oral Surgeon	38
	• Orthodontist	39
	• Pedodontist	16
	• Periodontist	32
	• Prosthodontist	19
	• Student License	17
4	<b>Number of completed applications submitted by applicants who received their qualifications as indicated below.</b>	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	
	○ <i>Accepted:</i>	59
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	• Received qualifications In Canada, new applicant:	
	○ <i>Accepted:</i>	15
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	• Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	9

	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● AIT transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	8
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
<b>5</b>	<b>For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.</b>	
	● Ontario	1
	● British Columbia	3
	● Prince Edward Island	1
	● Alberta	1
	● New Brunswick	2
	● Quebec	2
	● Newfoundland & Labrador	1
<b>6</b>	<b>For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).</b>	
	● Columbia	1
	● India	2
	● Brazil	1
	● Bagdad	1

	<ul style="list-style-type: none"> <li>• Syria</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Pakistan</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Egypt</li> </ul>	1
7	<b>Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.</b>	
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dental Assistants</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dental Specialist</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dentists</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant: <b>Dental Assistants</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant: <b>Dental Specialist</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant: <b>Dentists</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dental Assistants</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dental Specialist</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dentists</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dental Assistants</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dental Specialist</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dentists</b></li> </ul>	5
8	<b>Average registration process time (or application approval) for those who received their qualifications as indicated below.</b>	

	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dental Assistants</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dental Specialist</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dentists</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant: <b>Dental Assistants</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant: <b>Dental Specialist</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant: <b>Dentists</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dental Assistants</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dental Specialist</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dentists</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dental Assistants</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dental Specialist</b></li> </ul>	5
	<ul style="list-style-type: none"> <li>CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dentists</b></li> </ul>	5
9	<b>Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dental Assistants</b></li> </ul>	Regulatory body costs: \$300 Other: \$0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dental Specialist</b></li> </ul>	Regulatory body costs: \$1245 Other: \$0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dentists</b></li> </ul>	Regulatory body costs: \$1245 Other: \$0

	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant: <b>Dental Assistants</b></li> </ul>	Regulatory body costs: \$300 Other: \$0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant: <b>Dental Specialist</b></li> </ul>	Regulatory body costs: \$1245 Other: \$0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant: <b>Dentists</b></li> </ul>	Regulatory body costs: \$1245 Other: \$0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dental Assistants</b></li> </ul>	Regulatory body costs: \$300 Other: \$0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dental Specialist</b></li> </ul>	Regulatory body costs: \$1245 Other: \$0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dentists</b></li> </ul>	Regulatory body costs: \$1245 Other: \$0
	<ul style="list-style-type: none"> <li>CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dental Assistants</b></li> </ul>	Regulatory body costs: \$300 Other: \$0
	<ul style="list-style-type: none"> <li>CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dental Specialist</b></li> </ul>	Regulatory body costs: \$1245 Other: \$0
	<ul style="list-style-type: none"> <li>CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dentists</b></li> </ul>	Regulatory body costs: \$1245 Other: \$0
10	<b>Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dentists</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dental Assistants</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant: <b>Dentists</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant: <b>Dental Assistants</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dentists</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dental Assistants</b></li> </ul>	0

	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dentists</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dental Assistants</b></li> </ul>	0
11	<b>Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dentists</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant: <b>Dental Assistants</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant: <b>Dentists</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant: <b>Dental Assistants</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dentists</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant: <b>Dental Assistants</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dentists</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction: <b>Dental Assistants</b></li> </ul>	0
12	<b>What does registration with your organization authorize?</b>	Scope of practice rights and rights to use an occupational title

## FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet, email, Hard Copy, Telephone</i></p> <p><i>The Board provides access to registration and licensing information through all of the above. Information can also be sent to potential applicants either by email or mail once contact is made. The Board also sets up meetings so that the requirements for licensure can be reviewed, documents can reviewed and printed material can be provided to the potential applicant.</i></p> <p><a href="http://www.pdbns.ca">www.pdbns.ca</a></p>	<p><b>Level 1</b> Paper forms and information made available to applicants via regular post, Telephone</p> <p><b>Level 2</b> E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p><b>Level 3</b> Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to track application status</p>	Level 2	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p><i>By going to our website you can complete your application form and send in with your documents ahead of your arrival in Canada.</i></p> <p><a href="http://www.pdbns.ca">www.pdbns.ca</a></p> <p><a href="https://www.isans.ca/">https://www.isans.ca/</a></p> <p><a href="http://pdbns.ca/applicants/internationally-educated-dental-professionals">http://pdbns.ca/applicants/internationally-educated-dental-professionals</a></p> <p><a href="http://www.ndeb.ca">http://www.ndeb.ca</a></p> <p><a href="http://www.ndeb.ca/nonaccredited/qualifying-programs/">http://www.ndeb.ca/nonaccredited/qualifying-programs/</a></p> <p><a href="http://www.ndeb.ca/nonaccredited">http://www.ndeb.ca/nonaccredited</a></p>	<p><b>Level 1</b> No</p> <p><b>Level 2</b> Yes</p>	Level 2	

2	Please provide a link to your website.	<a href="http://www.pdbns.ca">http://www.pdbns.ca</a>	<b>Level 1</b> No website	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<input checked="" type="radio"/> 1 (Strongly Agree) <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 (Strongly Disagree)	<b>Level 2</b> Website is not up to date  Website is not in plain language  Website does not have links for international applicants  Website does not contain all forms and/or guidelines		
2b	On what basis do you make changes to your website?	<i>Feedback from Applicants, Policy Change, News Postings</i>	<b>Level 3</b>		
2c	When was the section of the website pertaining to registration last updated?	<i>on-going</i>  <i>Register for dentists and dental assistants is updated monthly on the 1st of the month.</i> <i>Registration Review Committee meets twice annually to review application and license renewal documents for dentists and dental assistants.</i>  <i>4 New Polices on Registration have been uploaded to website October 31, 2019</i> <i>Registration &amp; Appeal process has been updated</i>  <i>Check lists have also been added for the applicants</i>	Website content is reviewed for accuracy and updated annually  Website is in plain language  Website is easy to navigate (e.g. international applicants)  Website contains all forms and/or guidelines  Information on pathway to licensure		
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation, regulation, policy</i>	<b>Level 1</b> Policy describing the registration process does not exist or is not documented  Documents only available upon specific request	Level 2	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-general-dentist">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-general-dentist</a> Section 4 (1)–(6) Qualifications for Registration and Licensing of Dentists  <a href="http://pdbns.ca/applicants/dentists/graduates-from-non-accredited-dental-programs">http://pdbns.ca/applicants/dentists/graduates-from-non-accredited-dental-programs</a>  MRA document  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-specialists">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-specialists</a>	<b>Level 2</b> Policy exists to describe certain aspect of registration process  Available to the applicant  <b>Level 3</b> Policy exist to describe all		

		Section 7 & 7A & 8  <a href="http://pdbns.ca/applicants/dental-assistants/registration-and-licensing-requirements-for-dental-assistants">http://pdbns.ca/applicants/dental-assistants/registration-and-licensing-requirements-for-dental-assistants</a> Section 8 (1) – (10) and Section 9	aspects of the registration practices  Available to the applicant		
3c	Is this information made available to applicants?	<a href="http://pdbns.ca/applicants">http://pdbns.ca/applicants</a>			
4	Are you waiting for legislation to be passed?	Yes  <i>Board legislative amendments are being undertaken.</i>	N/A	N/A	
5a	Are the criteria for meeting the requirements of registration documented?	Yes  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-student-licensure">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-student-licensure</a>  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-initial-licensure-for-graduating-students">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-initial-licensure-for-graduating-students</a>  <a href="http://pdbns.ca/applicants/dentists/graduates-from-non-accredited-dental-programs">http://pdbns.ca/applicants/dentists/graduates-from-non-accredited-dental-programs</a>  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-general-dentist">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-general-dentist</a>  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-specialists">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-specialists</a>  <a href="http://pdbns.ca/applicants/dental-assistants/registration-licensing-requirements-initial-licensure-for-graduating-s">http://pdbns.ca/applicants/dental-assistants/registration-licensing-requirements-initial-licensure-for-graduating-s</a>  <a href="http://pdbns.ca/applicants/dental-assistants/registration-and-licensing-requirements-for-dental-assistants">http://pdbns.ca/applicants/dental-assistants/registration-and-licensing-requirements-for-dental-assistants</a>  <a href="http://pdbns.ca/applicants/dental-assistants/internationally-trained-dental-assistants">http://pdbns.ca/applicants/dental-assistants/internationally-trained-dental-assistants</a>	<b>Level 1</b> Criteria is made available to applicants verbally but no supplemental documentation  <b>Level 2</b> Criteria is documented and made available to applicants  Limited information about the standard you will be assessed against  <b>Level 3</b> Criteria is documented and made available to applicants  Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method  Applicants know the required standards that they will be assessed to	Level 3	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	Yes  <i>Same as above, can be easily printed from our website or can be emailed or mailed directly to potential applicant</i>			
6	If you require translation of specific documents how is the applicant informed?	<i>Website, email, telephone, other: In writing if requested.</i>  <i>Translation of documents are the responsibility of the applicant. This is indicated in the Registration and Licensing Requirements for both Dentists and Dental Assistants.</i> <a href="http://pdbns.ca/uploads/applicants/Registration_Policy_Accepting_Alternative_Information-September_2019.pdf">http://pdbns.ca/uploads/applicants/Registration_Policy_Accepting_Alternative_Information-September_2019.pdf</a>	<b>Level 1</b> No indication of translation requirements	Level 2	7(a)

		<p><a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-general-dentist">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-general-dentist</a></p> <p><a href="http://pdbns.ca/applicants/dental-assistants/registration-and-licensing-requirements-for-dental-assistants">http://pdbns.ca/applicants/dental-assistants/registration-and-licensing-requirements-for-dental-assistants</a></p>	<p>Available to applicants upon request</p> <p><b>Level 2</b> Translation requirements indicated but not specific</p> <p>Available to applicants</p> <p><b>Level 3</b> Translation requirements documented with specific instruction</p> <p>Available to applicants</p>		
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p>No</p> <p><i>The Provincial Dental Board of NS has a uniform registration process for all applicants seeking licensure in Nova Scotia.</i></p> <p><a href="http://www.pdbns.ca">www.pdbns.ca</a></p>	<p><b>Level 1</b> Yes – process not documented</p> <p><b>Level 2</b> Yes – process documented</p> <p><b>Level 3</b> Yes – process documented and made public on website</p> <p>Any additional requirements approved by government are explained on website</p>	N/C	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>Please see policy: Accommodation of Disabilities</i></p> <p><a href="http://pdbns.ca/uploads/applicants/Registration_Policy_Accommodation_of_Disabilities_-_September_2019.pdf">http://pdbns.ca/uploads/applicants/Registration_Policy_Accommodation_of_Disabilities_-_September_2019.pdf</a></p>	<p><b>Level 1</b> Yes – process not documented</p> <p><b>Level 2</b> Yes – process documented</p> <p><b>Level 3</b> Yes – process documented and available to applicant</p>	Level 3	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential	<p>Yes</p>	<p><b>Level 1</b> Regulatory body assumes that the certifying organization</p>	Level 3	16(3)(i)

	assessment agencies, etc.)?		meets FRPA standards		
9b	If so, please specify the name of the organization and describe their role.	<p><u><a href="https://ndeb-bned.ca">National Dental Examining Board is the 3<sup>rd</sup> party provider for the certification of dentists https://ndeb-bned.ca</a></u></p> <p><i>The National Dental Assisting Examining Board is the 3<sup>rd</sup> party provider for the certification of dental assistants.</i> <u><a href="https://www.ndaeb.ca">https://www.ndaeb.ca</a></u></p> <p><i>The Commission on Dental Accreditation of Canada is the 3<sup>rd</sup> party provider that accredits dentistry, dental specialty programs, dental assisting programs and dental residency and hospital programs. The Commission also has reciprocal agreements with accreditation organizations in the US, Ireland, Australia and New Zealand.</i></p> <p><u><a href="https://cda-adc.ca/cdacweb/en/">https://cda-adc.ca/cdacweb/en/</a></u></p>	<p><b>Level 2</b> Regulatory body has received documentation indicating that the certifying organization meets FRPA standards</p> <p><b>Level 3</b> Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization</p>		
9c	Please indicate the types of activities that they assist with.	<i>Data collection, data storage, credential assessment, verification of documents, examinations, recognition of prior learning, other: Commission on Dental Accreditation of Canada (CDAC).</i>			
9d	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?	<i>The Provincial Dental Board appoints a representative to the NDEB Board and the NDAEB Board. The Provincial Dental Board does not appoint a representative to the CDAC Board, but the CDRAF appoints 2 representatives to the CDAC Board.</i>			
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	<p><i>Yes, the NDEB and NDAEB have appeals processes:</i></p> <p><u><a href="http://www.ndeb-bned.ca/en/dental-programs/appeals">www.ndeb-bned.ca/en/dental-programs/appeals</a></u></p> <p><u><a href="http://www.ndaeb.ca/appeals_E.php">www.ndaeb.ca/appeals E.php</a></u></p>			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet, telephone, print material</i>	<p><b>Level 1</b> None</p> <p><b>Level 2</b> Multiple types of supports exist but not well documented</p> <p><b>Level 3</b> Multiple types of support exist, well</p>	Level 2	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide	<p>No</p> <p><i>To date we have not had any instances.</i></p>			

	or are not available?		defined and accessible		
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	<p>Yes</p> <p><i>Applicants who do not satisfy the licensing requirements are provided information about their deficiencies and advised on how to fulfill these requirements.</i></p> <p><a href="https://ndeb-bned.ca/sites/ndeb/files/pdf/By-laws/2019_by-laws_posted_041819.pdf">https://ndeb-bned.ca/sites/ndeb/files/pdf/By-laws/2019_by-laws_posted_041819.pdf</a></p> <p><a href="http://www.isans.ca/find-employment/bridging-programs/">www.isans.ca/find-employment/bridging-programs/</a></p> <p><i>Unsuccessful applicants can access these Bridging Programs. IEDP Working Group has representation amongst various stakeholders to provide assistance for internationally trained dentists to become licensed.</i></p>	<p><b>Level 1</b> Only upon request</p> <p>Not documented</p> <p><b>Level 2</b> Yes – not documented</p> <p><b>Level 3</b> Yes – documented and available to applicant</p> <p>Applicants are told what their competencies gaps are that need to be addressed</p>	Level1	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<p><input checked="" type="radio"/> 1 Very Reasonable</p> <p><input type="radio"/> 2</p> <p><input type="radio"/> 3</p> <p><input type="radio"/> 4</p> <p><input type="radio"/> 5 Very Unreasonable</p> <p><i>Inquiries from applicants are usually responded to within 5 business days.</i></p> <p><a href="http://www.pdbns.ca/contact">www.pdbns.ca/contact</a></p>	<p><b>Level 1</b> No policy</p> <p><b>Level 2</b> Policy in Place</p> <p><b>Level 3</b> Policy in place and accessible</p>	Level 3	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	<i>For Rejection only</i>	<p><b>Level 1</b> Upon request, limited documentation and no standard timeline</p> <p><b>Level 2</b> Some documentation</p> <p><b>Level 3</b> Well-documented process with clearly established timelines</p>	Level 1	8(b), 8(c), 10
13a i	Do you have a formal policy for this process?	Yes <a href="http://www.pdbns.ca/applicants/registration-appeal-process">www.pdbns.ca/applicants/registration-appeal-process</a>			
13a ii	Do you have a standard timeline	Yes <a href="http://www.pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf">www.pdbns.ca/uploads/about/Timeline - Registration and Appeal Process - October 2019.pdf</a>			

13 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 reviews?)	Yes  <i>The following links below provide information about the appeals process and the time lines.</i>  <a href="http://pdbns.ca/applicants/registration-appeal-process">http://pdbns.ca/applicants/registration-appeal-process</a>  <a href="http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf">http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf</a>	<b>Level 1</b> Yes – upon request, limited documentation  <b>Level 2</b> Yes – limited documentation  <b>Level 3</b> Yes – well documented process	Level 2	
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes  <a href="http://pdbns.ca/applicants/internationally-educated-dental-professionals">http://pdbns.ca/applicants/internationally-educated-dental-professionals</a>  <a href="http://pdbns.ca/applicants/new-to-nova-scotia">http://pdbns.ca/applicants/new-to-nova-scotia</a>  <i>All documents are listed on the website under "Applicants" Registration and Licensing <a href="http://pdbns.ca/applicants">http://pdbns.ca/applicants</a></i>	<b>Level 1</b> Documents indicated and communicated verbally  <b>Level 2</b> List of required documents indicated on website	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14 b	Do you include a process for verification of documentation authenticity?	Yes  <i>Documents must be notarized.</i>	Process to verify document authenticity  <b>Level 3</b> N/A		
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes  <a href="http://www.pdbns.ca/applicants">www.pdbns.ca/applicants</a>  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-student-licensure">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-student-licensure</a>  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-initial-licensure-for-graduating-students">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-initial-licensure-for-graduating-students</a>  <a href="http://pdbns.ca/applicants/dentists/graduates-from-non-accredited-dental-programs">http://pdbns.ca/applicants/dentists/graduates-from-non-accredited-dental-programs</a>  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-general-dentist">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-general-dentist</a>  <a href="http://pdbns.ca/applicants/dentists/registration-licensing-requirements-specialists">http://pdbns.ca/applicants/dentists/registration-licensing-requirements-specialists</a>  <a href="http://pdbns.ca/applicants/dental-assistants/registration-licensing-requirements-initial-licensure-for-graduating-students">http://pdbns.ca/applicants/dental-assistants/registration-licensing-requirements-initial-licensure-for-graduating-students</a>	<b>Level 1</b> General information  Not broken into steps  <b>Level 2</b> Step by step process indicate where applicant needs to supply information  <b>Level 3</b> Step by step process indicate where applicant needs to supply information  Pathway to licensure	Level 1	7(c), 16(3)(a), 16(3)(b)

		<a href="http://pdbns.ca/applicants/dental-assistants/graduates-from-non-accredited-dental-assisting-programs">http://pdbns.ca/applicants/dental-assistants/graduates-from-non-accredited-dental-assisting-programs</a> <a href="http://pdbns.ca/applicants/dental-assistants/registration-and-licensing-requirements-for-dental-assistants">http://pdbns.ca/applicants/dental-assistants/registration-and-licensing-requirements-for-dental-assistants</a> <a href="http://pdbns.ca/applicants/dental-assistants/internationally-trained-dental-assistants">http://pdbns.ca/applicants/dental-assistants/internationally-trained-dental-assistants</a>			
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes</p> <p><a href="http://pdbns.ca/uploads/applicants/Registration_Policy_Accepting_Alternative_Information-September_2019.pdf">http://pdbns.ca/uploads/applicants/Registration_Policy_Accepting_Alternative_Information-September_2019.pdf</a></p>	<p><b>Level 1</b> Yes – on a case by case basis</p> <p><b>Level 2</b> Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p><b>Level 3</b> Yes – process clearly documented</p>	Level 3	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Obtaining original documents, verification of credentials, identifying and participating in gap training programs, language proficiency or professional technical language</i></p> <p><i>This situation does not apply to internationally trained dentists who graduated from Accredited programs or for internationally trained dentists who come from countries with reciprocal agreements (CDAC). Credential verification is undertaken by NDEB and NDAEB for Internationally trained dentists and dental assistants seeking licensure in Canada. www.ndeb.ca and www.ndaeb.ca</i></p> <p><a href="https://ndeb-bned.ca/en/accredited">https://ndeb-bned.ca/en/accredited</a></p>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	<p>Yes</p> <p><a href="http://pdbns.ca/uploads/applicants/Registration_Policy_Requesting_Access_of_Application_Documentation-September_2019.pdf">http://pdbns.ca/uploads/applicants/Registration_Policy_Requesting_Access_of_Application_Documentation-September_2019.pdf</a></p>	<p><b>Level 1</b> Not documented</p> <p><b>Level 2</b> Documented</p> <p><b>Level 3</b> Documented and made available to applicants</p>	Level 3	12, 16(3)(j)
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	See policy statement above.			
18d	Do you charge a fee?	<p>No</p> <p><i>The Provincial Dental Board of Nova Scotia only charges a fee if a request is made to have a Certificate of Standing sent to another jurisdiction as requested by the Licensee. The Fee for this service is \$ 41.00</i></p>			

19	Does your Act include an authority to conduct an internal review of the registration decision?	<p>Yes</p> <p><i>Section 31 (1) &amp; (2) of the Dental Act state;</i></p> <p><i>Appeal to Registration Appeal Committee</i></p> <p><i>31 (1) A person who is dissatisfied with a decision of the Registrar respecting registration or licensing or otherwise relating to entries in either the Dentists' Register or the Dental Assistants' Register may appeal from the decision to the Registration Appeal Committee.</i></p> <p><i>(2) Where an appeal is taken pursuant to subsection (1), the Registration Appeal Committee may reverse, uphold or vary the decision of the Registrar.</i></p> <p><i>(3) The Registration Appeal Committee's decision made pursuant to subsection (2) is final. 1992, c. 3, s. 31; 2007, c. 29, s. 102; 2015, c. 15, s. 5.</i></p>	<p><b>Level 1</b> N/A</p> <p><b>Level 2</b> N/A</p> <p><b>Level 3</b> Yes</p>	Level 3	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	<p><i>No- we do not have a regulation or by-law. There is policy that defines the internal review process.</i></p> <p><i>Policy on Licensing and Licensing Appeals for Dentists</i></p> <p><a href="http://pdbns.ca/applicants/registration-appeal-process">http://pdbns.ca/applicants/registration-appeal-process</a></p>	<p><b>Level 1</b> N/A</p> <p><b>Level 2</b> N/A</p> <p><b>Level 3</b> Yes</p>	N/A	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<p><i>Included with a registration decision</i></p> <p><i>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 the decision of the Registrar to the Registration Appeal Committee.</i></p> <p><i>Appeal of Licensing Decision</i></p> <p><a href="http://pdbns.ca/applicants/registration-appeal-process">http://pdbns.ca/applicants/registration-appeal-process</a></p> <p><i>Registrants will be provided a letter informing them that they have been declined registration. This letter also describes the appeals process.</i></p>	<p><b>Level 1</b> No specific timeline</p> <p><b>Level 2</b> Specific timeline</p> <p>Not documented</p> <p><b>Level 3</b> Specific timeline</p> <p>Documented and communicated</p>	Level 2	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	<p><i>The decision of the Registration Appeal Committee is final.</i></p> <p><a href="http://pdbns.ca/applicants/registration-appeal-process">http://pdbns.ca/applicants/registration-appeal-process</a></p>	<p><b>Level 1</b> Yes</p> <p>Not documented</p> <p><b>Level 2</b> Yes</p>	Level 2	7(a), 10(1)
22b	Does this include time frames for the internal review?	<p>Yes</p> <p><a href="http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf">http://pdbns.ca/uploads/about/Timeline - Registration and Appeal Process - October 2019.pdf</a></p>	<p>Documented</p> <p><b>Level 3</b> Yes</p> <p>Documented and available to applicant</p>		

23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<p><i>Registration Appeal Procedure</i>  <i>Notice of an appeal to the Registration Appeal Committee must be filed in writing with the Registrar within thirty days after service of the Registrar’s decision that is being appealed.</i>  <i>On receipt of notice of an appeal, the Registration Appeal Committee must:</i></p> <ul style="list-style-type: none"> <li>• <i>set a date for the hearing of the appeal; and</i></li> <li>• <i>serve written notice of the date, time, and place of the hearing of the appeal on the appellant and the Registrar.</i></li> </ul> <p><i>The date set for the hearing of an appeal must be no later than ninety days following receipt of written notice of the appeal.</i>  <i>The parties to an appeal before the Registration Appeal Committee are the Board and the appellant.</i></p> <p><i>An appeal to the Registration Appeal Committee is limited to the matters set out in the notice of appeal filed with the Registrar.</i></p> <p><i>An appellant may be heard in person, by counsel, or both.</i>  <i>The procedure of the Registration Appeal Committee must be consistent with the requirements of the Fair Registration Practices Act.</i>  <i>Registration Appeal Committee Powers and Decision</i>  <i>The Registration Appeal Committee may make any determination that could have been made by the Registrar and may:</i></p> <ul style="list-style-type: none"> <li>• <i>Direct the Registrar to register an appellant, with or without conditions;</i></li> <li>• <i>Direct the Registrar to issue a license to the appellant, with or without conditions; or</i></li> <li>• <i>Dismiss the appeal.</i></li> </ul> <p><i>The Registration Appeal Committee must give its decision in writing and send a copy of the written decision by registered mail or personal service to the Registrar and to the appellant.</i>  <i>The decision of the Registration Appeal Committee is final.</i>  <i>Approved by the Board: March 31, 2015</i></p>	<p><b>Level 1</b> Not documented</p> <p><b>Level 2</b> Documented</p> <p><b>Level 3</b> Documented and made available to applicant</p>	Level 2	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	Through the Registration Appeal Committee			
23c	Specify the format for the internal review submission	Oral, written			
23d	What is the timeline for submitted supporting evidence?	<p>Up to 90 days.</p> <p><a href="http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf">http://pdbns.ca/uploads/about/Timeline - Registration and Appeal Process - October 2019.pdf</a></p>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<p>Yes</p> <p><i>In circumstances that warrant more time the registration appeal committee would table the proceedings to receive the appropriate information to make a proper decision.</i></p>			
24a	Are the results of the internal review made available to applicants in	Yes	<p><b>Level 1</b> Yes</p> <p><b>Level 2</b></p>	Level 3	

	writing with reasons?		Yes		
<b>24 b</b>	In what timeframe are the results of the internal review made available to applicants?	1-2 months <a href="http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf">http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf</a>	Specific timeline <b>Level 3</b> Yes		7(a), 10(3)
<b>24c</b>	Are these timelines communicated?	<a href="http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf">http://pdbns.ca/uploads/about/Timeline_-_Registration_and_Appeal_Process_-_October_2019.pdf</a>	Specific timeline and communicated		
<b>25</b>	Have individuals who make internal review decisions received appropriate training?	Yes  <i>The registration appeal committee was formed in 2015 at which time an orientation session was provided by the Board's legal counsel. No follow-up training has been performed as the Committee has not dealt with an appeal since its inception.</i>	N/A	N/A	7(a), 11, 16(3)(p)
<b>26</b>	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes  <i>Prior to Legislative amendments undertaken in 2015, appeals of licensing decisions were directed to the Board. The rationale for the legislative amendments was to create a Committee that was arm's length from the Board. The registration appeal committee created through this legislative change removed the conflict of interest that previously existed when appeals would have been heard by the Board.</i>  <i>Dental Act 31 (1) states; Appeal to Registration Appeal Committee 31 (1) A person who is dissatisfied with a decision of the Registrar respecting registration or licensing or otherwise relating to entries in either the Dentists' Register or the Dental Assistants' Register may appeal from the decision to the Registration Appeal Committee.</i>	<b>Level 1</b> N/A <b>Level 2</b> N/A <b>Level 3</b> Yes	N/A	7(a), 10(5), 16(3)(n)
<b>27</b>	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	Yes  <a href="http://www.cda-adc.ca/cdacweb/en/international_professionals/">www.cda-adc.ca/cdacweb/en/international_professionals/</a>  <i>International Professionals</i>  <i>The Commission on Dental Accreditation of Canada (CDAC) is responsible for accrediting dental, dental hygiene and dental assisting education programs in Canada.</i>  <i>For the purpose of certification and licensure in Canada, only programs that are accredited by either CDAC or the American Dental Association's Commission on Dental Accreditation (CODA) are considered accredited.</i>  <i>In addition, the following general dentistry programs are also considered accredited:</i>  <i>Effective March 30, 2010, general dentistry programs accredited by CDAC or the Australian Dental Council (ADC).</i>  <i>Effective December 15, 2011, general dentistry programs accredited by CDAC or the Dental Council of New Zealand (DCNZ).</i>  <i>Effective December 5, 2012, general dentistry programs accredited by CDAC or the Irish Dental Council.</i>	N/A	N/A	7

		<p>For more information on any of the following, follow the link to contact the appropriate agency or organization:</p> <ul style="list-style-type: none"> <li>• The American Dental Association's Commission on Dental Accreditation (CODA), via the American Dental Association's website at <a href="http://www.ada.org/en/coda">http://www.ada.org/en/coda</a>.</li> <li>• The Australian Dental Council website at <a href="http://www.adc.org.au">www.adc.org.au</a>.</li> <li>• The Dental Council of New Zealand website at <a href="http://www.dcnz.org.nz">www.dcnz.org.nz</a>.</li> <li>• The Irish Dental council website at <a href="http://www.dentalcouncil.ie">www.dentalcouncil.ie</a>.</li> <li>• Certification and licensure for dentistry in Canada, via the Canadian Dental Association's website at <a href="http://www.cda-adc.ca">www.cda-adc.ca</a>.</li> <li>• Specific information on certification for dentistry, via the National Dental Examining Board of Canada's website at <a href="http://www.ndeb-bned.ca">www.ndeb-bned.ca</a>.</li> <li>• Specific information on certification for dental hygiene, via the National Dental Hygiene Certification Board's website at <a href="http://www.ndhcb.ca">www.ndhcb.ca</a>.</li> <li>• Specific information on certification for dental assisting, via the National Dental Assisting Examining Board's website at <a href="http://www.ndaeb.ca">www.ndaeb.ca</a>.</li> <li>• For specific information on licensure, contact the regulatory authority in your province of practice.</li> </ul> <p>List of dental regulatory authorities.</p> <p>Announcements</p> <p>Programs Applying for Accreditation</p> <p>The deadline is August 1. If you have any questions, click here or contact CDAC. The list of accredited programs can be found here.</p>			
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	No	N/A	N/A	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian	Yes <i>Regulation 1, Section 2 &amp; 3</i> <i>Specialists Regulation Section 8 (1) and (2)</i> <i>Dental Assistants Regulation Section 5 &amp; 6</i>	N/A	N/A	Chapter 7, CFTA

	jurisdiction regardless of the requirements in the previous jurisdiction?				
<b>30</b>	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes  <i>PDBNS is a member of the CDRAF (Canadian Dental Regulatory Authority Federation) and the CDARA (Canadian Dental Assistants Regulatory Authority) - no website. These organizations meet at least annually to review licensure issues across provincial jurisdictions.</i> <a href="http://cdraf.org">http://cdraf.org</a>	N/A	N/A	3, Chapter 7, CFTA
<b>31a</b>	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	Yes	N/A	N/A	
<b>31b</b>	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete a CFTA notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	No  <i>The Provincial Dental Board is developing standards in Sedation, Aesthetic Therapies, Cone Beam CT, Continuing Dental Education is annually reviewed with additional implementation of core continuing dental education requirements .</i>	N/A	N/A	

## Action Plan

In accordance with the *Fair Registration Practices Act*, the FRPA Action Plan outlines the measures that the PDBNS has agreed to work towards.

### Non-Compliance Issues

The following action addresses a registration practice that currently contravenes the FRPA. Relevant sections of the Act are referenced. The PDBNS will address this priority item in the short-term with report back to the FRPA Review Office on completion of the action.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	Develop and make publicly available on website a registration process for CFTA applicants which facilitates registration with proof of good standing in another jurisdiction without any additional material requirements such as proof of training, experience, examinations, etc.	7	3 CFTA Article 705.1	By September 1, 2020, the PDBNS shall develop and have available on its website the registration process for CFTA applicants which meets the requirements for this legislation.

## Further Recommendations / Next Steps

The actions listed in this section address registration practices that meet a minimum level of compliance with the FRPA. These actions focus on areas for improvement. PDBNS will address these actions over the next two years.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<ul style="list-style-type: none"> <li>• Improve navigability of website:               <ul style="list-style-type: none"> <li>- clearly identify requirements for registration for each license category</li> <li>- clearly identify a process for each applicant type: international; transfer from another Canadian jurisdiction; Nova Scotia</li> <li>- enhance information for international applicants by adding: a step-by-step application process which</li> </ul> </li> </ul>	2, 6, 10, 12	7, 8(a), 16(3)(g)(k)	By April 1, 2022 improve the navigability of the PDBNS website in the areas identified in Action Item 1.

	<p>clearly identifies which steps can be completed pre-arrival; a visual pathway to licensure; identify translation requirements and provide a direct link to the policy</p> <ul style="list-style-type: none"> <li>- add to the applicant webpages information regarding response time and contact information for inquiries specific to the registration process</li> </ul>			
2	<ul style="list-style-type: none"> <li>• Develop a policy on communicating registration decisions which includes: <ul style="list-style-type: none"> <li>- timeframe for decision-making</li> <li>- reasons for denied or incomplete registration</li> <li>- information on programs and services to facilitate successful registration</li> <li>- a statement on the applicant’s right to an appeal, and</li> <li>- denial decision letters provide information regarding the appeal process.</li> </ul> </li> </ul>	11, 13, 21	7(a), 8(b), (c), (d), 10(1)	By April 1, 2022 develop policy on communicating registration decisions to applicants as identified in Action Item 2.
3	<ul style="list-style-type: none"> <li>• Create a public-facing step-by-step pathway to licensure for each license type (Dentists and Assistants) including supporting documentation required at the various steps along the pathway.</li> </ul>	15	7(c), 16(3)(a). (b)	By April 1, 2022 develop a public-facing step-by-step pathway to licensure for each license type as identified in Action Item 3.
4	<ul style="list-style-type: none"> <li>• Expand the Appeals Policy to include Dental Assistants.</li> <li>• Enhance Appeal Policy to include: <ul style="list-style-type: none"> <li>- timelines throughout the process</li> <li>- clarify opportunities for the appellant to make submissions</li> <li>- clarity pertaining to conflict of interest ‘no one who acted as a decision-maker in the initial registration decision may act as a decision-maker in an appeal’</li> </ul> </li> </ul>	22, 26	7(a), 10(1), (5), 16(3)(n)	By April 1, 2022 make modifications to the PDBNS Registration Appeals Policy as identified in Action Item 4.

Disclaimer

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

*Mohr Gillis*

Registrar

*April 20, 2020*

Date

## Appendix

- ✓ Blank Application Form



Provincial Dental Board of Nova Scotia  
 103, 210 Waterfront Drive  
 Bedford, Nova Scotia  
 B4A 0H3

**APPLICATION FORM 2020**

Application for the Month/Year: \_\_\_\_\_

**TYPE OF REGISTRATION**

- GENERAL    
  SPECIALTY \_\_\_\_\_    
  SPECIALIST LIMITED TO THEIR SPECIALTY  
 STUDENT    
  TEMPORARY AUTHORIZATION

<b>Applicant Name</b>				
<b>LAST</b>	<b>GIVEN NAMES</b>			
<b>OFFICE ADDRESS:</b>	<b>STREET</b>	<b>SUITE</b>	<b>CITY</b>	
<b>PROVINCE/STATE</b>	<b>POSTAL CODE</b>	<b>TEL</b>	<b>FAX</b>	<b>E-MAIL</b>
<b>HOME ADDRESS:</b>	<b>STREET</b>	<b>SUITE</b>	<b>CITY</b>	
<b>PROVINCE/STATE</b>	<b>POSTAL CODE</b>	<b>TEL</b>	<b>FAX</b>	<b>E-MAIL</b>
<b>DATE OF BIRTH</b>	<b>MONTH/DAY/YEAR</b>	<b>PLACE OF BIRTH</b>		
<b>GENDER:</b>	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<b>FLUENT IN:</b>	<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  
 103, 210 Waterfront Drive  
 Bedford, Nova Scotia  
 B4A 0H3

**APPLICATION FORM 2020**

**PHOTO:**

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

	SIGNATURE
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**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**

<p>Do you have a certificate issued by the National Dental Examining Board of Canada? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please provide a certified copy.</p> <p>Please provide NDEB Certificate No. _____ Date of Issue: _____</p>
--

**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

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  
 103, 210 Waterfront Drive  
 Bedford, Nova Scotia  
 B4A 0H3

**APPLICATION FORM 2020**

**CONDUCT DURING ACADEMIC STUDIES**

While attending a post-secondary institution (undergraduate and post-graduate), have you ever been found guilty of misconduct, including academic misconduct and unprofessional behaviour, irrespective of whether there is currently a notation of such misconduct on your academic transcript from the academic institution?

YES (FILL OUT ATTACHED RELEASE FORM A)     NO

While you were engaged in academic studies (undergraduate and post-graduate), were you ever suspended from a program of study, from a course, or from any course activity as a result of allegations of lack of competence, unprofessional behaviour or misconduct of any kind, irrespective of whether there is currently a notation of such misconduct on your academic transcript from the academic institution?

YES (FILL OUT ATTACHED RELEASE FORM A)     NO

If "yes", to one or both of the above questions, 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.


**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 B)                       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)



Provincial Dental Board of Nova Scotia  
103, 210 Waterfront Drive  
Bedford, Nova Scotia  
B4A 0H3

## APPLICATION FORM 2020

If you have practiced or been previously registered / licensed to practice dentistry or any health profession in any jurisdiction / country / province / state outside of Nova Scotia complete our Certificate of Standing. Please complete Form B 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

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 ATTACHED RELEASE FORM C)  NO



**Provincial Dental Board of Nova Scotia**  
**103, 210 Waterfront Drive**  
**Bedford, Nova Scotia**  
**B4A 0H3**

**APPLICATION FORM 2020**

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 ATTACHED RELEASE FORM C)  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 C) 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 (FILL OUT ATTACHED RELEASE FORM D)  NO

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.


**Please provide the Provincial Dental Board a Vulnerable Sector Check with your application form.**

**Please provide two written character references from individuals who are non-family members and who have known you for the past four years.**



Provincial Dental Board of Nova Scotia  
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B4A 0H3

APPLICATION FORM 2020

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## 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\_\_\_\_\_.

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Notary Public, Lawyer, Officer of an Embassy or Consulate

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

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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 Academic Conduct 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 Academic Institution (make additional copies of Form A if more than one Academic Institution)

\_\_\_\_\_  
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 academic conduct history including complaints, investigations, unresolved matters, discipline/ suspensions, or 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  
103, 210 Waterfront Drive  
Bedford, NS B4A 0H3

A CONSENT FOR RELEASE OF INFORMATION FORM

**Form B 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 B 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  
103, 210 Waterfront Drive  
Bedford, NS B4A 0H3

A CONSENT FOR RELEASE OF INFORMATION FORM

**Form C 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 C 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  
103, 210 Waterfront Drive  
Bedford, NS B4A 0H3

A CONSENT FOR RELEASE OF INFORMATION FORM

**Form D Consent for Release of Information Related to Past Judicial Conduct**

(Complete only if answer to past judicial conduct 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 judicial authority 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 past judicial conduct.

\_\_\_\_\_  
Name of Judicial Authority (make additional copies of Form D if more than one is needed)

\_\_\_\_\_  
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 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  
103, 210 Waterfront Drive  
Bedford, NS B4A 0H3