

Policy on Licensing and Licensing Appeals for Dentists

Application for Licensure

The Registrar shall examine the credentials of candidates for registration and licensing and approve for registration and licensing those candidates qualified to be licensed and registered.

The Registrar shall enter the name of a person in the Dentists' Register who:

- (a) holds a certificate of the National Dental Examining Board of Canada or a Limited Specialty Certificate;
- (b) pays the registration fee as prescribed by the Board;
- (c) is of good moral character and a fit and proper person to be registered as a dentist;
- (d) is not the subject of any pending complaint or sanctions in another licensing jurisdiction;
- (e) if the subject of a previous written complaint in another licensing jurisdiction, provides full details to the Registrar;
- (f) completes an application in a form satisfactory to the Board. The application form must have:
 - an attached photograph of the applicant;
 - a signature by a Commissioner of Oaths;
 - a copy of the applicants National Dental Examining Board of Canada generalists' certificate;
 - a copy of the applicant's graduation certificate from a dental program accredited by the Commission on Dental Accreditation of Canada (CDAC); or the American Dental Association Commission on Dental Accreditation; or one of the following general dentistry programs :
 - o Effective March 30, 2010, general dentistry programs accredited by CDAC or the Australian Dental Council;
 - o Effective December 15, 2011, general dentistry programs accredited by CDAC or the Dental Council of New Zealand;
 - o Effective December 5, 2012, general dentistry programs accredited by CDAC or the Irish Dental Council.
 - a copy of the applicant's birth certificate;
 - a Certificate of Good Standing form if the applicant has been engaged in practice in another jurisdiction before moving to NS;
 - Consent for Release of Information;
 - verification of active membership in the Nova Scotia Dental Association;
 - verification of malpractice insurance - minimum of \$ 3 million coverage;
 - proof of continual practice, if the applicant is not a new graduate, defined as a min. of 450 hours within the last three years preceding the date of application (letter from employer or signed affidavit);
 - a Criminal Record Check and Vulnerable Sector Check ;
 - two written character references from individuals who are non-family members and who have known the applicant for the past four years; and
- (g) meets any other reasonable conditions of the Board or the Registrar.

Appeal of Licensing Decision

A person who is dissatisfied with a decision of the Registrar respecting registration, licensing or otherwise relating to entries into the Dentists' Register may appeal the decision to the Registration Appeal Committee.

If an agreement is reached under the Regulated Health Professions Network Act to hold an appeal under that Act, the provisions of the Regulated Health Professions Network Act apply.

Composition of the Registration Appeal Committee

The Board must appoint a Registration Appeal Committee to hear and determine appeals respecting registration, licensing or otherwise relating to entries into the Dentist Register.

The Board must appoint a Chair and may appoint a Vice-chair of the Registration Appeal Committee.

The Registration Appeal Committee must be composed of at least three persons, one of whom is a public representative.

The Vice-chair must act as Chair in the absence of the Chair.

If neither the Chair nor the Vice-chair is available, the Registrar must name a member of the Registration Appeal Committee to act as Chair.

A quorum of the Registration appeal Committee is a majority of its members.

Registration Appeal Procedure

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.

On receipt of notice of an appeal, the Registration Appeal Committee must:

- set a date for the hearing of the appeal; and
- serve written notice of the date, time, and place of the hearing of the appeal on the appellant and the Registrar.

The date set for the hearing of an appeal must be no later than ninety days following receipt of written notice of the appeal.

The parties to an appeal before the Registration Appeal Committee are the Board and the appellant.

An appeal to the Registration Appeal Committee is limited to the matters set out in the notice of appeal filed with the Registrar.

An appellant may be heard in person, by counsel, or both.

The procedure of the Registration Appeal Committee must be consistent with the requirements of the Fair Registration Practices Act.

Registration Appeal Committee Powers and Decision

The Registration Appeal Committee may make any determination that could have been made by the Registrar and may:

- Direct the Registrar to register an appellant, with or without conditions;
- Direct the Registrar to issue a license to the appellant, with or without conditions; or
- Dismiss the appeal.

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.

The decision of the Registration Appeal Committee is final.

Approved by the Board: March 31, 2015