



PROVINCIAL DENTAL BOARD
OF NOVA SCOTIA

**REGISTRATION POLICY
ACCEPTING ALTERNATIVE INFORMATION TO
REQUIRED DOCUMENTATION**

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1 POLICY STATEMENT

The Provincial Dental Board recognizes there are circumstances where an applicant will not be able to provide certain documents required as part of the registration and licensing process for reasons beyond the applicant's control. In these circumstances, the Provincial Dental Board will work with the applicant to accept alternative information to the required documentation in a way that will not compromise the integrity of the registration and licensing process. The applicant must provide documentation of the reason(s) why they cannot provide the required documents.

The Provincial Dental Board retains the right to request additional evidence or documentation to assist in the processing of an application. The Provincial Dental Board also retains the right to decline a request by an applicant to approve the use of alternate evidence or documentation if doing so would compromise the integrity of the registration and licensing process or the applicant has not provided sufficient reasoning or documentation to support their request.

2 PURPOSE

The purpose of this Policy is to educate and inform applicants of the formal policies in place in circumstances where an applicant is unable to submit documents required for the registration and licensing process for reasons beyond the applicant's control.

3 SCOPE

This Policy is intended to apply to all applicants (dental assistants or dentists) of the Provincial Dental Board, including but not limited to new graduates, student licensees, dentists from other Canadian jurisdictions and internationally trained dental professionals.

This Policy is intended to be read in a manner that is consistent with the *Canadian Free Trade Agreement*.

This Policy is intended to apply to documents submitted by an applicant as part of the registration and licensing process. It is not intended to apply to application fees.

4 DEFINITIONS

4.1 "Affidavit" means a written statement of fact that is sworn under oath or affirmed to be true. An affidavit must be signed before an individual who is

authorized to administer oaths.

- 4.2 “Certified Translator”** means an individual who is certified to provide translation services through a professional organization (for example – the “Canadian Translators, Terminologists, and Interpreters Council”).
- 4.3 “Certified Copy”** means a photocopied document that has been certified and signed by a notary/commissioner of oaths to verify that the document is a true copy of the original document.
- 4.3 “Commissioner of Oaths”** means an individual who is qualified and authorized to certify the oath of another individual. A commissioner can take and receive affidavits, declarations and affirmations within the province in which they are authorized.
- 4.4 “Notarized”** means to have an appointed and authorized individual (*i.e.* a notary public) witness the signing of a document. The document must be signed and stamped to certify that the notary has verified the parties’ identities and witnessed the required signatures.

5 REQUIRED DOCUMENTATION

- 5.1** See Appendix “A” for documentation required to apply for a license to practise dentistry.
- 5.2** See Appendix “B” for documentation required to apply for a license to practise dental assisting.

6 REQUESTING CONSIDERATION OF ALTERNATIVE INFORMATION

- 6.1** An applicant who cannot provide some or all of the required documentation should contact the Registrar in writing to request that the Provincial Dental Board accept alternative information. The applicant’s request should include:
- 6.1.1** A list of the required documents that cannot be provided;
 - 6.1.2** The reason the applicant cannot obtain the required documentation;
 - 6.1.3** A description of what attempts the applicant has previously made to obtain the required documentation;
 - 6.1.4** A description of the documents the applicant could provide to demonstrate their qualifications for licensure, and

- 6.1.5** Whether or not the applicant consents to the Provincial Dental Board contacting third parties to assist in obtaining information and documentation of the applicant's qualifications.
- 6.2** The Registrar may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide required documentation.
- 6.3** Where the documentation is required by a third-party assessor, the Registrar may direct the applicant to contact the third-party directly.
- 6.4** It should be noted that it may not be permissible to allow alternate documents to certain documents listed in Sections 5 and 6. This will be determined on a case by case depending on the circumstances.

7 EXAMPLES OF REASONS BEYOND THE APPLICANT'S CONTROL

- 7.1** Loss of documentation as a result of extreme weather or natural disaster;
- 7.2** The applicant has previously resided in a conflict zone and as a result is unable to obtain their records;
- 7.3** The institution that issued the document is no longer in existence;
- 7.4** The applicant is unable to obtain their records as a result of political, religious, or ethnic persecution;
- 7.5** It should be noted that the above list is not intended to be exhaustive and the Provincial Dental Board recognizes that a wide range of reasons beyond an applicant's control may exist for why they do not have access to a document.
- 7.6** The Provincial Dental Board's position is that this Policy is only intended to apply in exceptional circumstances.

8 BURDEN ON APPLICANT

- 8.1** The burden is on the applicant to provide sufficient evidence and information in support of their explanation of why a document(s) is unavailable.
- 8.2** The Provincial Dental Board retains the right to deny the applicant's request if the applicant has not provided sufficient reasoning or documentation to support their request.
- 8.3** The evidence, documentation and reasoning provided by an applicant will be

assessed on a case by case basis.

9 REQUIREMENTS OF AFFIDAVIT

- 9.1** An affidavit submitted to the Provincial Dental Board must be an original sworn affidavit.
- 9.2** The affidavit must be in either English or French. See Section 10 for requirements for translated documents..
- 9.3** The affidavit must be signed and sealed (or stamped) by a Notary Public or Commissioner of Oaths.
- 9.4** The following information is required in the affidavit:
 - 9.4.1** The identity of the applicant;
 - 9.4.2** Reasons why the required documents could not be submitted;
 - 9.4.3** Attempts made to obtain the documents;
 - 9.4.4** The name of the university the applicant attended and the dates they completed their dental program;
 - 9.4.5** The name and description of all courses taken during the dental program; and,
 - 9.4.6** The name of the degree granted and the date it was granted.

10 TRANSLATED DOCUMENTS REQUIREMENTS

- 10.1** The following provisions are to be utilized if an applicant's original document is not in English or French.
- 10.2** The translation of documents is the responsibility of the applicant.
- 10.3** The translated document must be attached to the original document.
- 10.4** The translated document must be translated by a certified translator. This cannot be an official from the applicant's university unless the individual holds the role of a certified translator.
- 10.5** The certified translator must place their seal on the document and place their signature by the seal. All documents translated must bare the seal and signature of the certified translator.

11 ALTERNATE INFORMATION – EDUCATIONAL CREDENTIALS

11.1 Where the Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, the Provincial Dental Board may consider the following alternative information for assessing an applicant's educational credentials:

11.1.1 Certified copies of original academic documentation;

11.1.2 Photocopies of academic documentation together with an affidavit attesting to the authenticity of the document;

11.1.3 An affidavit from the applicant describing the applicant's academic qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available;

11.1.4 Affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance;

11.1.5 Information obtained by the Provincial Dental Board from third parties, with the applicant's advance consent, verifying the applicant's educational credentials;

11.1.6 Any other information offered by the applicant evidencing their academic qualifications.

11.2 The list above is not intended to be exhaustive. The Registrar may request that the applicant provide alternative documentation.

11.3 The documentation and information provided by an applicant will be assessed on a case by case basis.

12 ALTERNATE INFORMATION – PROFESSIONAL QUALIFICATIONS

12.1 Where the Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, the Provincial Dental Board may consider the following alternative documents for assessing an applicant's prior experience:

- 12.1.1** Reference letters from prior employers and colleagues;
 - 12.1.2** An affidavit from the applicant describing the applicant's professional qualifications and detailed descriptions of prior work performed, with supporting evidence if available;
 - 12.1.3** Copies of reports that support the applicant's involvement in a project;
 - 12.1.4** Statements of professional standing from other regulatory bodies;
 - 12.1.5** Certified copies of professional licenses or certificates;
 - 12.1.6** Any other information offered by the applicant evidencing their professional qualifications.
- 12.2** The list above is not intended to be exhaustive. The Registrar may request that the applicant provide alternative documentation.
- 12.3** The documentation and information provided by an applicant will be assessed on a case by case basis.

13 ALTERNATE ARRANGEMENTS BY THE PROVINCIAL DENTAL BOARD

- 13.1** In specific circumstances, the Provincial Dental Board may exercise discretion to arrange alternate mechanisms for assessing an applicant's professional competencies (for example: an interview with licensed members of the Board who are of the same discipline as the professional qualification claimed; supervised practice, etc.).
- 13.2** The Provincial Dental Board will only elect to use this provision in unique situations where all other methods have been exhausted.
- 13.3** The Provincial Dental Board also retains the right to decline to use this provision if doing so would compromise the integrity of the licensing process (or the profession) or the applicant has not provided sufficient reasoning or documentation to show that all other methods have been exhausted.
- 13.4** The applicant may be responsible for the cost of alternative assessments depending on the nature of the assessment required.

14 STATUS OF APPLICATION

- 14.1** Applicants cannot begin to practice without a licence, which means that applicants must wait until the application process is complete and their

application is successful with the Provincial Dental Board.

- 14.2** Much like the general licensing process, in circumstances where the Registrar needs to obtain additional information, the Provincial Dental Board will require additional time to complete the registration and licensing process.

APPENDIX “A”

REQUIRED DOCUMENTATION FOR DENTISTS

15.1 Student Licensure

In order to obtain a student license in Nova Scotia, the following requirements must be met or submitted:

- 15.1.1** A completed application form, signed by a Commissioner of Oaths, with an attached photograph;
- 15.1.2** Letter of acceptance from Dalhousie University confirming the applicant’s entry into a graduate or residency program offered by the Faculty of Dentistry;
- 15.1.3** A certified copy of the applicant’s graduation certificate from the certified dental program;
- 15.1.4** A letter from the Dean certifying the applicant’s graduation from the dental program;
- 15.1.5A** A certified copy of the applicant’s Canadian birth certificate (Canadian Passport will be accepted in the event a birth certificate cannot be provided), Canadian citizenship card, or proof of Canadian permanent resident status; or,
- 15.1.5B** If an applicant is not a Canadian citizen or permanent resident of Canada then the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits the applicant to engage in the practice of dentistry in Canada.
- 15.1.6** If the applicant currently is or has been qualified to practice dentistry in another jurisdiction before moving to Nova Scotia, a Certificate of Good Standing from every jurisdiction in which the applicant has been licensed must accompany their application;
- 15.1.7** Verification of active membership in the Nova Scotia Dental Association;
- 15.1.8** Verification of malpractice insurance through the Canadian Dental

Service Plan Inc. (“CDSPI”) confirming a minimum of \$3 million in coverage;

- 15.1.9** A Vulnerable Sector Search and a Criminal Record Check, both of which must have been performed within the previous 12 months;
- 15.1.10** Two written character references from non-family members who have known the applicant for at least the past four years; and,
- 15.1.11** Payment of all applicable fees.
- 15.1.12** If the applicant is not a new graduate then the applicant must submit proof of continual practice, which is defined as a minimum of 450 hours within the last three years preceding the date of application. In order to prove this requirement has been met, the applicant must either submit a letter from their employer or complete a signed affidavit.

15.2 Initial Licensure for Graduating Students

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

- 15.2.1** A completed application form, signed by a Commissioner of Oaths, with an attached photograph;
- 15.2.2** A certified? copy of the applicant’s National Dental Examining Board of Canada generalists' certificate;
- 15.2.3** A certified copy of the applicant’s certificate of graduation from a dental program accredited by the Commission on Dental Accreditation of Canada, the American Dental Association Commission on Dental Accreditation, the Australian Dental Council , the Dental Council of New Zealand, or the Irish Dental Council.
- 15.2.4** A letter from the Dean certifying the applicant’s graduation from the dental program;
- 15.2.5A** A certified copy of the applicant’s Canadian birth certificate(Canadian Passport will be accepted in the event a birth certificate cannot be provided) , Canadian citizenship card, or proof of Canadian permanent resident status; or,
- 15.2.5B** If an applicant is not a Canadian citizen or permanent resident of Canada then the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits the

applicant to engage in the practice of dentistry in Canada;

- 15.2.6** Verification of active membership in the Nova Scotia Dental Association;
- 15.2.7** Verification of malpractice insurance through the Canadian Dental Service Plan Inc. ("CDSPI") confirming a minimum of \$3 million in coverage;
- 15.2.8** A Vulnerable Sector Search and a Criminal Record Check, both of which must have been performed within the previous 12 months;
- 15.2.9** Two written character references from non-family members who have known the applicant for at least the past four years; and,
- 15.2.10** Payment of all applicable fees.

15.3 Graduates From Non-Accredited Programs:

- 15.3.1** The basic qualification for licensure to practice dentistry in Nova Scotia is the National Dental Examining Board of Canada (NDEB) certification;
- 15.3.2** Graduates of Non-Accredited Dental Programs who want to be certified to practice dentistry in Canada need to contact the National Dental Examining Board of Canada (NDEB).

5.4 General Dentist:

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

- 15.4.1** A completed application form, signed by a Commissioner of Oaths, with an attached photograph;
- 15.4.2** A certified copy of the applicant's National Dental Examining Board of Canada generalists' certificate;
- 15.4.3** A copy of the applicant's graduation certificate from a dental program accredited by the Commission on Dental Accreditation of Canada, or the American Dental Association Commission on Dental Accreditation, or effective March 30, 2010, general dentistry programs accredited by CDAC or the Australian Dental Council (ADC), or effective December 15, 2011, general dentistry programs

accredited by CDAC or the Dental Council of New Zealand (DCNZ), or effective December 5, 2012, general dentistry programs accredited by CDAC or the Irish Dental Council; This copy of the degree must be a certified photocopy of the applicant's graduation in dentistry.

A certified copy of the applicant's certificate of graduation from a dental program accredited by the Commission on Dental Accreditation of Canada, the American Dental Association Commission on Dental Accreditation, the Australian Dental Council, the Dental Council of New Zealand, or the Irish Dental Council.

- 15.4.4** A letter from the Dean certifying the applicant's graduation from the dental program;
- 15.4.5A** A certified copy of the applicant's Canadian birth certificate (Canadian Passport will be accepted in the event a birth certificate cannot be provided), Canadian citizenship card, or proof of Canadian permanent resident status; or,
- 15.4.5B** If an applicant is not a Canadian citizen or permanent resident of Canada then the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits the applicant to engage in the practice of dentistry in Canada;
- 15.4.6** If the applicant currently is or has been qualified to practice dentistry in another jurisdiction before moving to Nova Scotia, a Certificate of Good Standing from every jurisdiction in which the applicant has been licensed must accompany their application;
- 15.4.7** Verification of active membership in the Nova Scotia Dental Association;
- 15.4.8** Verification of malpractice insurance through the Canadian Dental Service Plan Inc. ("CDSPI") confirming a minimum of \$3 million in coverage;
- 15.4.9** A Vulnerable Sector Search and a Criminal Record Check, both of which must have been performed within the previous 12 months;
- 15.4.10** Two written character references from non-family members who have known the applicant for at least the past four years; and,
- 15.4.11** Payment of all applicable fees..
- 15.4.12**

If the applicant is not a new graduate then the applicant must submit proof of continual practice, which is defined as a minimum of 450 hours within the last three years preceding the date of application. In order to prove this requirement has been met, the applicant must either submit a letter from their employer or complete a signed affidavit.

15.5 Specialists:

In order to be registered and licensed to practice as a dental specialist in the province of Nova Scotia, the following requirements must be met and submitted:

- 15.5.1** A completed application form, signed by a Commissioner of Oaths, with an attached photograph;
- 15.5.2** A certified copy of the applicant's certificate of graduation from a dental program accredited by the Commission on Dental Accreditation of Canada, the American Dental Association Commission on Dental Accreditation, the Australian Dental Council, the Dental Council of New Zealand, or the Irish Dental Council.
- 15.5.3** A letter from the Dean certifying the applicant's graduation from the dental program;
- 15.5.4** A certified copy of the applicant's National Dental Examining Board (NDEB) of Canada generalists' certificate (Applicants who do not have a NDEB Certificate are eligible to apply for a Specialty Certificate Limited to that Specialty by providing a certified copy of the National Dental Specialty Exam (NDSE) Certificate);
- 15.5.5** A certified copy of the applicant's graduate or post-graduate degree, diploma or certificate in a specialty recognized by the Provincial Dental Board from a post-secondary educational institution in Canada or the United States whose specialty program is or has been accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation.
- 15.5.6** Confirmation of successful completion of the National Dental Specialty Examination;
- 15.5.7A** A certified copy of the applicant's Canadian birth certificate (Canadian Passport will be accepted in the event a birth certificate cannot be provided), Canadian citizenship card, or proof of Canadian permanent resident status; or,

- 15.5.7B** If an applicant is not a Canadian citizen or permanent resident of Canada then the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits the applicant to engage in the practice of dentistry in Canada;
- 15.5.8** If the applicant currently is or has been engaged in practice in another jurisdiction before moving to Nova Scotia, a Certificate of Good Standing form from every jurisdiction that they have been licensed in must accompany their application;
- 15.5.9** Verification of active membership in the Nova Scotia Dental Association;
- 15.5.10** Verification of malpractice insurance through the Canadian Dental Service Plan Inc. ("CDSPI") confirming a minimum of \$3 million in coverage;
- 15.5.11** A Vulnerable Sector Search and a Criminal Record Check, both of which must have been performed within the previous 12 months;
- 15.5.12** Two written character references from non-family members who have known the applicant for at least the past four years; and,
- 15.5.13** Payment of all applicable fees.

APPENDIX “B” REQUIRED DOCUMENTATION FOR DENTAL ASSISTANTS

16.2 Initial Licensure for Graduating Students

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

16.2.1 A completed application form, signed by a Commissioner of Oaths, with an attached photograph;

16.2.2 A certified copy of the applicant’s certificate of graduation from a dental assisting program which has been accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation, along with a letter from the school certifying the applicant’s graduation from the dental assisting program;

16.2.3A A certified copy of the applicant’s Canadian birth certificate (Canadian Passport will be accepted in the event a birth certificate cannot be provided), Canadian citizenship card, or proof of Canadian permanent resident status; or,

16.2.3B

If an applicant is not a Canadian citizen or permanent resident of Canada then the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits the applicant to engage in the practice of dentistry in Canada;

16.2.4 Verification of active membership in the Nova Scotia Dental Assistants' Association.

16.2.5 A Vulnerable Sector Search and a Criminal Record Check, both of which must have been performed within the previous 12 months;

16.2.6 Two written character references from non-family members who have known the applicant for at least the past four years;

16.2.7 Payment of all applicable fees..

16.2.8 Note: If the applicant is applying for licensure for the first time in Nova Scotia the applicant must submit their National Dental Assistants Examining Board Certificate. . 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.

16.3 Graduates from Non-Accredited Dental Assisting Programs

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

16.3.1 A completed application form, signed by a Commissioner of Oaths, with an attached photograph;

16.3.2 A certified copy of the applicant's certificate of graduation from a level II dental assisting program.

16.3.3A

A certified copy of the applicant's Canadian birth certificate (Canadian Passport will be accepted in the event a birth certificate cannot be provided), Canadian citizenship card, or proof of Canadian permanent resident status; or,

16.3.3B If an applicant is not a Canadian citizen or permanent resident of Canada then the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits the applicant to engage in the practice of dentistry in Canada;

16.3.4 Letter of Good Standing from the Registrar of the applicant's previous jurisdiction (if currently or previously licensed in another jurisdiction);

16.3.5 A certified copy of the National Dental Assistants Examining Board Certificate and the Clinical Practice Evaluation Certificate;

16.3.6 A Vulnerable Sector Search and a Criminal Record Check, both of which must have been performed within the previous 12 months;

16.3.7 Two written character references from non-family members who have known the applicant for at least the past four years;

16.3.8 Verification of active membership in the Nova Scotia Dental Assistants' Association; and,

16.3.9 Payment of all applicable fees.

16.3.10 Note: 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.

6.4 Registration and Licensing:

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

- 16.4.1** A completed application form, signed by a Commissioner of Oaths, with an attached photograph;
- 16.4.2** A certified copy of the applicant's certificate of graduation from a dental assisting program which has been accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation, along with a letter from the school certifying the applicant's graduation from the dental assisting program;
- 16.4.3A** A certified copy of the applicant's Canadian birth certificate (Canadian Passport will be accepted in the event a birth certificate cannot be provided), Canadian citizenship card, or proof of Canadian permanent resident status; or,
- 16.4.3B** If an applicant is not a Canadian citizen or permanent resident of Canada then the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits the applicant to engage in the practice of dentistry in Canada;
- 16.4.4** Letter of Good Standing from the Registrar of the applicant's previous jurisdiction (if currently or previously licensed in another jurisdiction);
- 16.4.5** A Vulnerable Sector Search and a Criminal Record Check, both of which must have been performed within the previous 12 months;
- 16.4.6** Two written character references from non-family members who have known the applicant for at least the past four years;
- 16.4.7** Verification of active membership in the Nova Scotia Dental Assistants' Association; and,
- 16.4.8** Payment of all applicable fees.
- 16.4.9** Note: 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.
- 16.4.10** Note: If licensing for the first time in Nova Scotia the National Dental Assistants Examining Board 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.

16.5 Internationally Trained Dental Assistants

- 16.5.1** Dental assistants educated outside of Canada must successfully pass the National Dental Assisting Examining Board exam (NDAEB) and the Clinical Practice Evaluation (CPE) to be eligible to be licensed in the province of Nova Scotia.