

APPEALING AN UNSUCCESSFUL APPLICATION FOR REGISTRATION AND LICENSING

The Nova Scotia Regulator of Dentistry and Dental Assisting (the “NSRDDA”) is the organization which oversees the practices of dentistry and dental assisting in the province. An individual who is unsuccessful in their application to be registered and licensed has the right to have this decision reviewed by the Registration and Licensing Review Committee (the “Committee”).

The process for reviews of registration and licensing decisions is set out in accordance with the [Regulated Health Professions Act \(RHPA\)](#)¹.

Key Points About the Review Process

- Where the registrar denies the application or imposes conditions or restrictions on the registration, licence or renewal of licence, the Registrar shall notify the applicant within 14 days by:
 - providing the applicant with a written decision with reasons; and
 - informing the applicant of the applicant’s right to have the decision reviewed by the Committee.
- The applicant must file a written request for review to the Registrar within 30 days of receiving the decision. The applicant must stipulate the grounds for the review and pay the applicable fee. (The fee will be refunded to the applicant if the review results in the granting of registration or the issuing of a licence.)
- The Registrar will forward the request for review along with any relevant documents to the Chair of the Committee.
- The Committee may determine its own procedures for the hearing.² This includes:
 - whether the review will be conducted through written submissions only, or
 - whether the applicant and the Registrar must/may attend with their legal counsel.
- The hearing will generally take place within 90 days following receipt of a request for review.
- If the applicant is required to attend a proceeding of the Committee, the Registrar must provide written notice to the applicant at least 14 days before the date set for review.
- The Registrar and the NSRDDA’s legal counsel do not take part in the Committee’s deliberations and have no part in the Committee’s final decision.
- The Committee must render its decision with reasons “as soon as practicable”³, which is generally within 30 days following the hearing.

¹ Sections 50-59 of the [Regulated Health Professions Act \(RHPA\)](#)

² As outlined in Section 52 of the [Regulated Health Professions Act \(RHPA\)](#)

³ Section 58 of the [Regulated Health Professions Act \(RHPA\)](#)

Registrar informs applicant of unsuccessful application with reasons

30
days

Deadline for unsuccessful applicant to file a written request for an internal review of the decision

Registration and Licensing Review Committee determines its procedures which may involve written submissions only OR in-person attendance of parties

Committee holds a hearing, generally within 90 days of receiving the request for an internal review

Committee renders its decision as soon as practicable