

DENTAL ASSISTANT – CURRENTLY OR PREVIOUSLY LICENSED IN CANADA REQUIREMENT CHECKLIST

Applications for registration and licensing take place through [our online portal](#). You will be required to upload the following documents within your online application:

- ☐ A passport-style photo taken within the previous 12 months
- ☐ A certified copy of your Canadian birth certificate, or Canadian citizenship card or proof of permanent Canadian residency status

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 Citizenship and Immigration Canada which permits them to engage in the practice of dentistry in Canada.

- ☐ Verification of BLS (for health care providers) obtained within the previous 12 months
- ☐ Two written character references from non-family members who have known you for the past four years. The reference letters must:
 - be signed,
 - be dated,
 - indicate how long the person has known you, and
 - have been written within the past 12 months
- ☐ A Vulnerable Sector Search and a Criminal Record Check (Performed within the previous 12 months)
- ☐ Verification of PLI as set out in the [Standard of Practice for Dental Assisting](#)
- ☐ Translation of documents (if applicable)

You must request that a Certificate of standing be sent directly to our office from every jurisdiction where you are currently or were previously licensed.

If you are not currently licensed, you must:

- request that a Certificate of Standing be sent directly to our office from the last jurisdiction where you were licensed, and
- provide a letter from your last employer verifying currency of practice (defined as having practised intraoral dental assisting skills for within the preceding 5 years).

An applicant who has not met the currency of practice requirement will be required to pass the Clinical Practice Evaluation (CPE) administered by the National Dental Assisting Examining Board (NDAEB). Individuals who do not already have an NDAEB certificate will be required to pass the Written Exam prior to registration for the CPE.

Please note the following:

- If you do not have all your documents on hand, you may begin your online application, save it, and return to the application at a later time.
- Applications will be deleted from our system if not completed within 3 months. After that time, applicants will be required to restart their application process.
- If you are currently or have previously been licensed as a healthcare professional in another jurisdiction (province, territory, or country) you must request that a [Certificate of Standing](#) be sent directly to our office from each of those jurisdictions.
- By submitting an application, you consent to the Registrar or NSRDDA staff obtaining clarification of documents as deemed necessary.
- Information on certifying documents can be found on our website [at this link](#).

When you submit your application, you will be sent an email asking you to pay a non-refundable application fee of **\$65**, through our online portal, after which time your application will be reviewed. (This fee will be waived if you are currently licensed as a dental assistant elsewhere in Canada in compliance with the Nova Scotia [Patient Access to Care Act](#).)

Once your application has been approved, you will be required to pay the following fee(s):

- **\$324** annual license fee (May 1 – April 30)
Note that the license fee is reduced to **\$162** if licensing after October 31.
- \$65 initial registration fee (This fee will be waived if you are currently licensed as a dental assistant elsewhere in Canada in compliance with the Nova Scotia [Patient Access to Care Act](#).)