

DENTAL ASSISTANT – FIRST APPLICATION IN CANADA FOR AN APPLICANT WHO IS AN INTERNATIONALLY EDUCATED DENTIST OR DENTAL HYGIENIST

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 copy of your National Dental Assistants Examining Board (NDAEB) certificate
- Verification that you have successfully completed the Clinical Practice Evaluation (CPE) administered by the NDAEB
- A [certified photocopy](#) of your graduation certificate from a recognized dentistry or dental hygiene program
- A [certified photocopy](#) 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

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.

Once your application has been approved, you will be required to pay the following fees:

- **\$65** initial registration fee
- **\$324** annual license fee (December 1 – November 30)

Note that the license fee is reduced to **\$162** if licensing after October 31.