

GENERAL DENTIST – FIRST APPLICATION FOR A LICENCE 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 copy of your National Dental Examining Board (NDEB) certificate
- ☐ A certified photocopy of your graduation certificate from a dental program accredited by:
 - Commission on Dental Accreditation of Canada (CDAC),
 - American Dental Association Commission on Dental Accreditation (CODA),
 - Australian Dental Council (ADC),
 - Dental Council of New Zealand (DCNZ),
 - Irish Dental Council, or
 - an international dental program meeting the eligibility requirements to register for the NDEB Equivalency Process
- ☐ A letter from the Dean certifying your graduation from the dental program
- ☐ A certified copy of your Canadian birth certificate, Canadian citizenship card, or proof of permanent Canadian residency status

(If an applicant is not a Canadian citizen or permanent resident of Canada, 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
- ☐ Verification of malpractice insurance through CDSPI - minimum of \$ 3 million coverage
(**Note:** A copy of a document showing that an application for malpractice insurance is in progress will be acceptable.)
- ☐ A letter from employer(s) or a signed affidavit verifying continual practice defined as a minimum of 450 hours within the last three years preceding the date of application (**Applicable only if not a new graduate**)
- ☐ A Vulnerable Sector Search and a Criminal Record Check (performed 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
- ☐ 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, click **SAVE**, and return to the application at a later time. **(NOTE: Do not click “SUBMIT” until you believe your application is complete with all required documents.)**
- 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 as per the current [NSRDDA Fee Schedule](#), 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:

- initial registration fee as per the current [NSRDDA Fee Schedule](#)
- annual license fee as per the current [NSRDDA Fee Schedule](#) (Note that the licensing year for dentists is from December 1 – November 30. The fee for dentists licensing after May 31 is reduces to ½ the annual licensing fee.)