

DENTAL SPECIALIST– 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 certified photocopy of your graduate / post-graduate degree, diploma or certificate in a specialty recognized by the NSRDDA 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
- ☐ Confirmation of successful completion of the National Dental Specialty Examination (NDSE) administered by the Royal College of Dentists of Canada (RCDC) [or by the National Dental Examining Board of Canada (NDEB) from 2020 through 2023]
- ☐ A certified copy of 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 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
- ☐ 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 Vulnerable Sector Search and a Criminal Record Check (Performed within the previous 12 months)
- ☐ 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**)
- ☐ 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)

If you obtained your undergraduate dental education (e.g., DDS/DMD) from a program accredited by the:

- 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
- international dental program meeting the eligibility requirements to register for the NDEB Equivalency Program

and successfully obtained a National Dental Examining Board (NDEB) certificate for general dentistry, you should upload the following documents:

- ☐ A certified copy of graduation certificate from your undergraduate dental program
- ☐ A letter from the Dean certifying your graduation from the dental program
- ☐ A copy of your NDEB certificate

Applicants who do not have the NDEB general dentistry certificate but have the NSDE would, upon successful registration, be issued a Specialty License Limited to that specialty.

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 dentist is from December 1 – November 30. The fee for dentists licensing after May 31 is reduces to ½ the annual licensing fee.)