

DENTAL SPECIALIST– ALREADY LICENSED AS A SPECIALIST 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 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)
- ☐ 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](#).**

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

- 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.)
- Note that the \$100 initial application fee and the \$100 initial registration fee are waived in compliance with the Nova Scotia [Patient Access to Care Act](#).