



**APRIL 2020**

**RE: COVID-19 AND CHANGES TO REGISTRATION PROCESSES**

Dear Applicant:

During this time under the declared State of the Public Health Emergency, the Alberta Dental Association and College (ADA&C) requests that applicants scan and email application forms and supporting documents, including notarized or certified documents to [reception@adaandc.com](mailto:reception@adaandc.com)

Please send originals by regular mail. Note that the ADA&C will only be able to accept them if the scanned images are clear. Documents will be reviewed as received and the registration team will reach out for clarification as needed.

Given the current situation with COVID-19, the ADA&C is currently unable to administer the Ethics and Jurisprudence Exam at the offices of the Alberta Dental Association and College. New applicants are being registered via online Orientation and Registration Sessions, held through Zoom teleconference. Registration of new applicants will be effective the following day, conditional upon new members attending and writing the Ethics and Jurisprudence Exam at a later date. A selection of dates will be posted for new members to write the exam, once it is safe to do so. Once dates have been established they will be emailed to all new members, requesting their attendance. Newly registered members will need to make this a priority once the dates are released. Failure to attend the exam or pass the exam will result in immediate practice permit cancellation. Applicants will be required to study and learn the Ethics and Jurisprudence exam material. It is essential that new members know the exam material before commencing practicing.

At the time of Registration there is the option to Register-Only and then pay the Practice Permit Fee at a later date. This is an option if you are not planning to work right away or are feeling some uncertainly. Advance notice of your intent is appreciated.

Thank you for your patience during these times of adjustment.

**ALBERTA DENTAL ASSOCIATION AND COLLEGE**

Ms. Cindy Bolster, Director of Registrations

Ms. Lynn Checkley, Professional Corporations and Member Registrations Coordinator

## APPLICATION FOR REGISTRATION AS A GENERAL DENTIST AND A DENTAL SPECIALIST

North American and internationally trained dentists registering as a general dentist and a dental specialist must complete the requirements of the Alberta Dental Association and College, the National Dental Examining Board of Canada.

To apply for registration as a General Dentist and Dental Specialist in Alberta, the following must be received:

- Completed application form for registration as a General Dentist and a Dental Specialist; including payment for the application fee.
- Certified copy of birth certificate, passport, citizenship card or proof of permanent residency status, or a certified copy of the authorization issued by Citizenship and Immigration Canada which permits you to engage in the practice of dentistry in Canada.
- A Vulnerable Sector Check and a Criminal Record Check (performed within the last 12 months). Applicants are responsible for all fees charged by the police to obtain these records.
- Official transcripts from each post-secondary institution related to dental education. Transcripts must list courses taken, grades obtained, and if applicable to that educational institution, that a degree or diploma has been awarded. Documents not in English or French must be accompanied by translations. Undergraduate transcripts are not required.
 

**NOTE: Applicants must request their transcripts to be sent directly from the educational institution to the Alberta Dental Association and College. Transcripts received that are sent by the applicant will not be accepted, including transcripts that are in a sealed envelope.**
- Certified copies of degrees or diplomas earned. Copies of degrees can be certified as a true copy or notarized.
- Copy of National Dental Examining Board of Canada Certificate.
- Certificates of Standing from each province where the applicant is/was registered is required. If the applicant is/was registered in the Yukon, Northwest Territories, Nunavut, the U.S.A. or internationally, a Letter of Good Standing from each jurisdiction in which the applicant is/was registered is required.
 

**NOTE: Certificates of Standing and Letters of Good Standing are valid for 8 weeks from the date they are issued and must be sent directly to the Alberta Dental Association and College from each regulatory body in which the applicant is/was registered. Certificates of Standing and Letters of Good Standing sent by the applicant will not be accepted.**
- An individual Consent for Release of Information form(s) is required to be completed and submitted for each jurisdiction in which the applicant is/was registered.
- Three (3) written letters of character reference from colleagues or friends but not family members or classmates. Letters must be signed, dated and contain contact information of the person writing the reference. These letters may be submitted by the applicant.
- If you are currently in practice and have been in practice for two years or more, verification of 60 continuing education hours over the last two-year period must be provided. Certificates and/or letters successful completion are required. Continuing education transcripts are not accepted.
- One (1) current passport-sized photograph. (within the last 6 months)

# APPLICATION FOR REGISTRATION AS A GENERAL DENTIST AND A DENTAL SPECIALIST

## Additional Requirements to Register as a Dental Specialist

- Payment for the dental specialist application fee is payable at the time of registration.
- Certificate of successful completion of the National Dental Examination Board.
- Diploma or certificate from specialty program (submitted by applicant) OR transcripts from specialty program.

**NOTE:** If applicant's transcripts are submitted; the Alberta Dental Association and College must receive the transcripts directly from the educational institution.

Once an application is complete and registration status confirmed, study documents for the Alberta Dental Association and College Ethics and Jurisprudence Examination will be emailed to the applicant. A minimum two weeks study period is required before an applicant can write the examination in Edmonton and be registered as a General Dentist and Dental Specialist in Alberta. The applicant will be contacted to schedule an appointment.

# APPLICATION FOR REGISTRATION AS A GENERAL DENTIST AND A DENTAL SPECIALIST

Date: \_\_\_\_\_  
Year      Month      Day

Name: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
(Surname) (First Name) (Middle)

Is your name now different from the one on your Degree:  No  Yes \_\_\_\_\_

If yes, please provide a copy of legal documents of name change (i.e. marriage certificate or legal name change decree) and your name.

Home Address: \_\_\_\_\_  
\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
(City) Province/State (Postal/ZIP Code)  
\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
(Home Phone Number) (Cell Phone Number) (Email Address)

Work Address: \_\_\_\_\_  
\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
(City) Province/State (Postal/ZIP Code)  
\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
(Work Phone Number) (Work Fax Number) (Email Address)

## PERSONAL INFORMATION

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Year      Month      Day Gender:  Male  
 Female

Languages Spoken: \_\_\_\_\_  
\_\_\_\_\_

Are you a Canadian citizen or permanent resident of Canada?  Yes  No Citizenship: \_\_\_\_\_

If "yes", please provide a certified copy of your Canadian birth certificate, citizenship card or proof of permanent residency status.

If "no", please provide details of your current citizenship and a certified copy of the authorization issued by Citizenship and Immigration Canada which permits you to engage in the practice of dentistry in Canada.

# APPLICATION FOR REGISTRATION AS A GENERAL DENTIST AND A DENTAL SPECIALIST

## EDUCATIONAL INFORMATION

### 1. Post-Secondary

a. Institution: \_\_\_\_\_

b. Location: \_\_\_\_\_

c. Date Entered: \_\_\_\_\_ Date Left: \_\_\_\_\_

i. Degree Earned: \_\_\_\_\_

### 2. Post-Secondary

a. Institution: \_\_\_\_\_

b. Location: \_\_\_\_\_

c. Date Entered: \_\_\_\_\_ Date Left: \_\_\_\_\_

i. Degree Earned: \_\_\_\_\_

## NDEB CERTIFICATE

Do you have a certificate issued by the National Dental Examining Board?

Yes  No

## PROFESSIONAL LIABILITY INSURANCE

Coverage of at least \$3,000,000 is a mandatory requirement in Alberta. Please provide name of malpractice carrier applied for:

CDSPI

Other \_\_\_\_\_

## PRACTICE INFORMATION

Have you been or are you currently registered in any other jurisdiction(s) to practice dentistry?

Yes  No

If yes, complete the following:

Jurisdiction (Province/State/Country)	Registered/Licensed/Certified	
	From: yyyy-mmm-dd	To: yyyy-mmm-dd

# APPLICATION FOR REGISTRATION AS A GENERAL DENTIST AND A DENTAL SPECIALIST

## CONDUCT INFORMATION

All of the following questions **must** be answered. A written explanation must be given for all affirmative answers (use a separate sheet if needed). Information provided is confidential.

1. Have you ever been found guilty of a criminal offence, either in Canada or in any other jurisdiction? This includes a finding of guilt under the Criminal Code of Canada, the Controlled Drugs and Substances Act (Canada) [(formerly the Narcotic Control Act (Canada))] and the Food and Drugs Act (Canada) or any other offences where the penalty could have involved you being incarcerated?  Yes  No
2. Have you ever had any allegations of misconduct, including academic misconduct made against you or have you ever been suspended, required to withdraw, expelled or penalized for misconduct from any or all components of any academic program? If yes, please provide details of the allegations, suspensions, expulsion or penalty imposed upon you.  Yes  No
3. Has there ever been a judgment in a civil action against you in relation to your practice?  Yes  No
4. Has your entitlement to practice dentistry been limited, restricted or subject to conditions in any jurisdiction at any time?  Yes  No
5. Have you ever been refused registration in any jurisdiction?  Yes  No
6. Have you ever voluntarily surrendered your registration/license/certificate?  Yes  No
7. Have you ever practiced as a dentist without being registered/licensed/certified?  Yes  No
8. At the present time, are there any investigations, reviews or proceedings taking place in any jurisdiction that could result in sanctions against you including conditions of your practice permit, or the suspension or cancellation of your authorization to practice dentistry?  Yes  No
9. Do you have a mental or physical condition that could affect your ability to safely practice dentistry?
  - a. (Examples: mental or physical ailment, psychiatric disorder, addiction, blood borne pathogens)  Yes  No
10. Have you held any other professional designation? (If yes, please provide a certificate.)  Yes  No
11. Has there been a period during which you did not engage in the practice of dentistry on a continuous and regular basis? (If yes, please indicate below.)  Yes  No

Years(s)	Details	Location

## PRIVACY AND SECURITY

The Alberta Dental Association and College collects the above information for the purposes of registration within the province of Alberta. The information is only used or shared as regulated by the *Health Professions Act*. The Alberta Dental Association and College retains this information indefinitely in secured files. Member services information is shared with the Canadian Dental Association. Business contact information may be shared with other organizations.

# APPLICATION FOR REGISTRATION AS A GENERAL DENTIST AND A DENTAL SPECIALIST

## DOCUMENTATION REQUIREMENTS

I enclose herewith, the following documents with my application:

- Certified copy of birth certificate, passport, citizenship card or proof of permanent residency status, or a certified copy of the authorization issued by Citizenship and Immigration Canada which permits you to engage in the practice of dentistry in Canada.
- A Vulnerable Sector Check and a Criminal Record Check (performed within the last 12 months). Applicants are responsible for all fees charged by the police to obtain these records.
- Certified Copies of degrees or diplomas earned. Copies of degrees can be certified as a true copy or notarized.
- Copy of National Dental Examining Board of Canada Certificate.
- A completed Consent for Release of Information form for each jurisdiction I was/am registered.
- Three (3) written letters of character reference from colleagues or friends but not family members or classmates. Letters must be signed, dated and contain contact information of the person writing the reference.
- Verification of 60 continuing education hours over the last two-year period. (if currently practicing)
- One (1) current passport-sized photograph. (within the last 6 months)

The following documents will be sent directly to the Alberta Dental Association and College from the education institution and/or the regulatory body(s):

- Official Transcripts from each post-secondary institution related to dental education. Transcripts must list courses taken, grades obtained, and if applicable to that educational institution, that a degree or diploma has been awarded. Documents not in English or French must be accompanied by translations. Undergraduate transcripts are not required.
- Certificates of Standing from each province where I was/am registered.
- Letters of Good Standing from each jurisdiction in which I was/am registered (Yukon, Northwest Territories, Nunavut, the U.S.A. or internationally).

## DECLARATION

I hereby make an application for registration as a Dentist under the Laws of the Province of Alberta under Part 2 of the *Health Professions Act*.

I understand that the fee for the evaluation of my qualifications is \$500.00. A cheque for this amount made out to the Alberta Dental Association and College is enclosed.

I understand I must apply for malpractice insurance before registering in Alberta.

I understand that I must successfully complete the Alberta Dental Association and College Examination on Ethics and Jurisprudence in order to register.

I solemnly declare that the contents of this application are true and complete to the best of my knowledge and belief. I understand and agree that if I make a false or misleading statement or representation in respect to my application, I shall be deemed not to have satisfied the requirements for a Practice Permit Certificate. I further understand and agree that if a Practice Permit Certificate should be issued to me based upon a false or misleading statement or representation that Certificate is subject to immediate cancellation.

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Signature of Applicant

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**This form must be printed and signed by the applicant. Electronic signatures are not accepted.**



# APPLICATION FOR REGISTRATION AS A GENERAL DENTIST AND A DENTAL SPECIALIST

Date: \_\_\_\_\_  
Year Month Day

Name: \_\_\_\_\_  
(Surname) (First Name) (Middle)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(City) Province/State (Postal/ZIP Code)  
\_\_\_\_\_  
(Home Phone Number) (Cell Phone Number) (Email Address)

Place of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Year Month Day

Certified Specialty: \_\_\_\_\_

Any Degrees Other Than Dental: \_\_\_\_\_

### Undergraduate Education:

University	Degree/Diploma	Year	Duration
_____	_____	_____	_____

### Graduate Education

University	Degree/Diploma	Year	Duration
_____	_____	_____	_____

### Postgraduate Education:

University	Degree/Diploma	Year	Duration
_____	_____	_____	_____

Have you passed the National Dental Specialty Examination?  Yes  No

a) If not, have you passed the Part I examination? \_\_\_\_\_

b) If not, do you plan to apply for the National Dental Specialty Examination? \_\_\_\_\_

*Having carefully read the rules and regulations with respect to specialists, I agree to abide by the same and hereby make application for registration to hold myself out as a specialist in the Province of Alberta, believing the statements herein contained to be true.*

Subscribed in my presence and sworn before me in the City of Edmonton, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
A Commissioner for Oaths

\_\_\_\_\_  
Signature of Applicant

For Office Use Only:

Reg. Fee: \_\_\_\_\_

Specialist # \_\_\_\_\_

Date Issued: \_\_\_\_\_





# APPLICATION FOR REGISTRATION AS A GENERAL DENTIST AND A DENTAL SPECIALIST

## ***Application Fee*** ***One Time Credit Card Payment Authorization Form***

Please complete and sign this form to authorize the Alberta Dental Association and College to make a one-time charge to the credit card listed below.

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### **AUTHORIZATION**

I, \_\_\_\_\_, authorize the Alberta Dental Association and College to charge the credit card account indicated below for the amount of \$500.00 on or after \_\_\_\_\_ for the purpose of the Application Fee.  
Year - Month - Day

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### **APPLICANT CONTACT INFORMATION**

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_

City and Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_

Card Type:    VISA    Debit VISA    MasterCard    American Express

Cardholder Name (as appears on front of card): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Number: \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

The Alberta Dental Association and College is hereby authorized to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the application fee indicated above, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

Accounting records are kept in order to invoice and process the appropriate fees for applications. Information collected is used for the purpose noted above and then destroyed by confidential shredding.