



# Instructional Guide for completing the Dentist Registration Application Form

**MANITOBA DENTAL ASSOCIATION**

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Date:

**February 6, 2024**

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## Instructional Guide for Completing the Dentist Registration Application Form

The Manitoba Dental Association (MDA) is the organization authorized by statute to register and license dental assistants and dentists in the Province of Manitoba. Our enabling legislation is *The Dental Association Act*.

New registration application forms have been developed to meet regulatory expectations. There has been significant effort to make the registration application form self-explanatory. This instructional guide is to provide additional details clarifying requirements and expectations for applicants in completing the new forms.

The new form is a four-page document. It must be completed in its entirety by the applicant applying for registration and initial licensure. Your application cannot be processed unless all the necessary documents and payments have been received. An unsigned or incomplete form will be returned.

The form can be divided into five sections:

1. identification of your registration class
2. required personal information
3. required educational information
4. required practice information
5. required declarations

Please review every section carefully and provide accurate information. The signed forms will be retained in your file. An applicant's registration and licence to practice shall be cancelled if he or she submits false or misleading statements.

### 1. MDA Policy on Submission of Documents

Your original signature on the completed form is important for registration application. Applicants must return the completed and signed four-page form. A photocopy of your signature cannot be accepted.

Please ensure supporting documents are in the form specified in the particular section. The process may require a combination of original and certified documentation depending on the nature of the document.

By legal definition, a certified copy is a copy issued by a court, a government, lawyer or notary public. To obtain a certified document, a member would need to:

- a. take the original document to a legal authority
- b. the legal authority shall take a photocopy and
  - either provide a covering affidavit or write on the document directly that the copy is a true, exact and unaltered copy of the original document and
  - sign, stamp and date the photocopy

The MDA will not accept photocopies where a certified copy is specified. The MDA will not accept copies sworn only by you to be true copies. It is the responsibility of the legal authority to perform the verification.

Applicants are also welcome to bring original documentation to the MDA and we will photocopy it here and hand it directly back to you. Please call ahead to ensure that appropriate office personnel are available.

Documents received by the MDA become the property of the MDA so you should retain your original and a copy of any documents you submit in the application process for your records.

## 2. Registration and Initial Licensure Document Requirement

The following is a summary of the document requirements by registration category.

DOCUMENT	General Practitioner	Dental Specialist	Academic (with NDSE)	Academic (without NDSE)	Charitable Purpose	Student	Dental Educator	Course Participant
Application Form <sup>1</sup>	●	●	●	●	●	●	●	●
Passport photograph <sup>1</sup>	●	●	●	●	●	●	●	●
Government-issued photo identification <sup>2</sup>	●	●	●	●	●	●	●	●
Authorization to work or study <sup>2</sup>	●	●	●	●	●	●	●	●
Valid resuscitation certificate <sup>2</sup>	●	●	●	●	●	⊙	⊙	⊙
Dentistry degree <sup>2</sup>	●	●	●	●	●	●	●	●
NDEB certificate <sup>2</sup>	●					⊙	⊙	⊙
Dental specialty degree <sup>2</sup>		●	●	●		⊙	⊙	⊙
Letter from Dean of dental program <sup>1</sup>	●	●	⊙	⊙	●	⊙	⊙	⊙
NDSE certificate <sup>2</sup>		●	●			⊙	⊙	⊙
Professional liability insurance <sup>2</sup>	●	●	●	●	●	●	●	●
Academic appointment letter <sup>1</sup>			●	●				
Academic conditions agreement <sup>1</sup>			●	●				
Hospital Internship agreement <sup>1</sup>					⊙			
Graduate student enrolment letter <sup>1</sup>					⊙			
Charitable sponsor agreement <sup>1</sup>					●			
Charitable purpose submission <sup>1</sup>					●			
Educator sponsor agreement <sup>1</sup>						●		
Educator subcommittee approval <sup>1</sup>						●		
Patient follow up agreement <sup>2</sup>								●
Consent to prior regulatory bodies <sup>1</sup>	●	●	●	●	●	⊙	⊙	⊙
Prior regulatory certificates of standing <sup>1</sup>	●	●	●	●	●	⊙	⊙	⊙
Prior refused registration decisions <sup>2</sup>	●	●	●	●	●	●	●	●
Consent to release for NDEB <sup>1</sup>	●				⊙	⊙		
Consent to release for RCDC <sup>1</sup>		●	●	⊙		⊙		
Evidence of jurisprudence training <sup>2</sup>	●	●	⊙	⊙	⊙	⊙	⊙	⊙
Consent to release health information <sup>1</sup>	●	●	●	●	●	●	●	●
Declaration of ethical conduct <sup>2</sup>	●	●	●	●	●	●	●	●

### LEGEND

<sup>1</sup> Original document required

<sup>2</sup> Certified copy of the document required

● Mandatory document for registration and initial licensure

⊙ Expected document for registration and initial licensure

### 3. MDA Policy on Non-English Documents

Human resource limitations require the MDA to limit the registration process to English.

Certified translations of any document not in English is necessary. You cannot translate it yourself but need to arrange for the official translation. All acceptable translations must be accompanied by an original statement indicating the translator's number and/or seal, name, address and telephone number and that the translator belongs to one of the categories listed above.

Accepted translators include:

- Consulate, high commission or embassy to Canada of the country issuing the documents;
- Canadian embassy, consulate, or high commission in country you emigrated;
- translator accredited by a professional association of translators in Canada. In Manitoba, it is the Association of Translators, Terminologists and Interpreters of Manitoba at <https://atim.mb.ca>
- translator who has received accreditation through a federal, provincial or municipal government in Canada.

### 4. MDA Policy on Alternative Documents

Applicants should carefully review document requirements prior to submitting an application for registration. An applicant is expected to submit the required documents with their registration application. Issues of missing or incorrect documents will need to be addressed prior to your application being reviewed.

Documents in the wrong form (i.e., a copy where an original is required) will also need to be corrected prior to your application being reviewed.

The MDA will consider alternative documentation for the registration process only in exceptional circumstances where - for reasons beyond the control of the applicant - documents are inaccessible. This shall be done on an individual case basis.

### 5. Registration Category Application Section

The Registration Category application section is in the upper left corner of the front page.

Please review carefully the restrictions conditions and limitations for the practice of dentistry by members licensed in each category as described in section III of the Bylaw for Registration and Licensure of Dentists. A summary is appended to this Guide.

Please mark the box beside the category you are applying for registration. If you are currently licensed with the MDA and wish to change from one category to another (e.g., general practitioner to dental specialist), please submit a Dentist Change of Status or Reinstatement Application Form which is available on the MDA website.

The registration application fee is \$850.00. It must be included with your application and is non-refundable. This fee may be waived for applicants to the charitable purpose category.

The fee for initial licensure varies depending on the category you are registered and time of year. Further details are included in Schedule A of the Bylaw for Registration and Licensure of Dentists that is appended to this document. It must be included with your application but shall be returned if your application does not meet the requirements for registration.

## 6. Name and Date of Birth Section

The current legal name and date of birth of the applicant must be included.

You will need to provide a certified copy of government issued identification with a current photograph (e.g., passport, valid provincial driver's licence) with your application.

If your current name is different than the name on your dental, dental specialty, National Dental Examining Board certificate of National Dental Specialty Examination certificate, please identify the change and provide the necessary supporting documents as indicated in the section (certified copy of a legal document certifying name change (i.e., marriage certificate, legal name change decree).

Certified translations of these documents are necessary if they are not in English. Please review the MDA Policy on Non-English Documents in Section 3.

## 7. Citizenship and Identification Section

The section on citizenship and identification is required to confirm your entitlement to work in Canada.

Please list the countries that you currently have citizenship. Canadian citizens and permanent residents must submit a certified copy of their birth certificate, passport, citizenship card or other proof of permanent residency status. If a birth certificate is submitted, another piece of government issued photo identification will need to be provided to meet the requirements of the *Name and Date of Birth Section*.

Applicants who are neither Canadian citizens nor permanent residents will need to submit a certified copy of your work permit issued by the Immigration, Refugees & Citizenship Canada which permits the applicant to work in Canada.

## 8. Fluency Section

Please identify any languages you can speak and write in well. If there is insufficient space on the application form, please attach an additional sheet.

There is no further language proficiency documentation an applicant must provide in the MDA registration process. Applicants need to be aware that the registration application process and all communications with the MDA will be in English and most Manitobans can communicate in English.

You should be reasonably fluent in English.

For individuals considering application, the recommended language proficiency benchmarks for dentists, dental assistants and dental specialists include:

- CLB (English level 7 or higher in all four skills (speaking, listening, reading, and writing))
- TOEFL (minimum scores of 600 PBT, 250 CBT or 100 ITB)
- IELTS (a minimum band of 6.5 for the General test)

While the MDA does not require evidence that you meet these benchmarks for registration, some of the third-party assessment organizations (universities, colleges, national examining bodies) may require proof.

Please see the *Information Guide to Registration Pathways, Policy and Process for Dentists* for more details.

## 9. Practice Location and Home Address Sections

In order to effectively protect the public interest, the MDA requires members to provide not only the location of their primary practice but also any other location where he or she practises dentistry. Members are responsible to report these locations and any changes in a timely manner.

On the application form, identify your primary practice location. If you are practising dentistry from more than one location, include a separate sheet with the necessary location and contact details.

The practice address you identify on the application form will be the practice address available on the public registry. Secondary or satellite practice addresses will be included in the MDA database.

Members without a set practice address (e.g., those limiting practice to short-term locum arrangements or between contracts) may provide a personal or home address unless or until a longer-term relationship with a specific practice location develops.

Unless you request otherwise, the MDA will use your home address as your preferred mailing address.

All applicants must submit a telephone number and e-mail address. Members are expected to acquire an e-mail address to improve regulatory communications.

Retain a copy of this information for reference in completing future licence renewals.

## 10. Graduate of Dental Training Programme Section

All applicants must complete this section. The university and location (city, country), type of degree (DDS, DMD), the start and completion dates of your training programme must be described.

Applicants will need to provide:

- Original letter from the Dean of each programme, sent directly to the MDA, confirming the applicant's successful completion of that programme OR
- Certified copy of their graduation degree from each completed dental training programme

Certified translations of these documents are necessary if they are not in English. Please review the MDA Policy on Non-English Documents in Section 3 (MDA Policy on Non-English Documents).

## 11. NDEB Certificate Section

All applicants must complete this section. It is expected all applicants who have received a NDEB certificate will submit a certified copy of the certificate. All applicants must complete a *Consent to Release Third Party Assessment Information* form for the NDEB.

Applicants to the general practitioner category are expected to submit an NDEB certificate as evidence of meeting the appropriate test equated passing mark for the written and OSCE examinations. Alternative evidence that you have successfully met a minimum test equated passing score on both the NDEB written and objective structured clinical examinations would be acceptable in certain circumstances.

The requirement for an NDEB certificate will be waived under the labour mobility provisions of the *Agreement on Internal Trade* for those applicants to the general practitioner category without an NDEB certificate but are currently licensed in the same category in another Canadian jurisdiction.

## 12. Graduate of Internship or Specialty Training Programme Section

Only applicants who have completed a hospital-based internship programme and/or a dental specialty training programme are required to complete this section.

Applicants to the dental specialist and academic categories must provide proof that they have graduated from a dental specialty training programme in order to be eligible to be registered in these categories. Other applicants are expected to provide this information if they have graduated from a dental specialty training programme.

As completion of a hospital-based internship programme may support recognition of other skills – primarily in areas pharmacological behaviour management, this information is expected at the time of registration. A failure to provide this information at the time of registration will not preclude registration but may affect your approval for placement on any pharmacological behaviour management rosters.

Applicants seeking recognition for their internship or dental specialty training must provide:

- Original letter from the Dean of the Faculty where the training was performed confirming the applicant's successful completion, and providing a recommendation for their registration; OR
- Certified copy of the applicant's dental specialty degree or hospital-based internship completion certificate

## 13. NDSE Certificate Section

All applicants must complete this section. It is expected all applicants who have received a NDSE certificate will submit a certified copy of the certificate. All applicants with an NDSE certificate must complete a *Consent to Release Third Party Assessment Information* form for the RCDC.

Applicants to the dental specialty category are expected to submit an NDSE certificate. The requirement for an NDSE certificate will be waived under the labour mobility provisions of the *Agreement on Internal Trade* for those applicants to the dental specialty category without an NDSE certificate but are currently licensed in the same category in another Canadian jurisdiction.

The final question of this section on continuous and regular practice needs to be completed by applicants only if they have an NDSE certificate.

## 14. Student of Internship or Specialty Programme Section

All applicants must complete this section. For applicants in the student category, you must answer 'yes' to at least one of the questions, provide the supporting documents and where necessary complete the appropriate forms including the *Agreement for Hospital Dental Internship or Graduate Dental Residency*.

## 15. Academic Appointment Section

All applicants must complete this section. For applicants in the Academic category, you must have a full-time appointment at the University of Manitoba - Faculty of Dentistry and provide the necessary supporting documents and forms including the *Declaration and Agreement of Applicant to the MDA Academic Category*.

The abbreviations of the affiliated programme are:

- GENERAL for General Practice
- ENDO for Endodontics
- OMS for Oral and Maxillofacial Surgeon
- OM/OP for Oral Medicine/Oral Pathology
- ORTHO for Orthodontics
- PAEDO for Paediatric Dentistry
- PERIO for Periodontics
- PROSTHO for Prosthodontics
- PH for Public Health Dentistry
- RAD for Oral Radiology



## 16. Dental Educator Section

All applicants must complete this section. For applicants in the dental educator category, you must have an agreement with an MDA-approved study club or sponsor and recommendation from the MDA Dental Educator Application Review subcommittee.

## 17. Health Professional Registration and Licensure History Section

All applicants must complete this section submitting the requested information, documents and *Consent to Release Regulatory Information* forms. *Certificates of Standing* must be sent directly from the governing body to the MDA.

## 18. Canadian Jurisprudence and Ethics Training

All applicants must submit evidence that he or she has completed an MDA approved Canadian jurisprudence and ethics training programme prior to being licensed in the Province.

If you have not completed a training programme identified in Schedule B of the *Bylaw for Registration and Licensure of Dentists*, you shall not be eligible to be licensed in the Province. Please contact the Registrar to discuss opportunities to meet the requirements of this section.

## 19. Medical Emergency Training Section

All applicants must submit evidence that he or she has completed a resuscitation or life support training programme prior to being licensed in the Province. Any certificate from a training programme must be valid at the time of registration.

There are specific resuscitation or life support training levels described in the *Bylaw for Pharmacological Behaviour Management* for applicants interested in being registered to use pharmacological behaviour management (i.e., sedation) in the practice of dentistry.

## 20. Health and Conduct Declarations

A number of declarations on issues relevant to the public interest in the practice of dentistry are required by all applicants. In reviewing the statements, it is essential to be honest not only with the MDA but also yourself.

Affirmative responses will be reviewed in the context of patient safety and the public interest. Most affirmative responses will require no further information than submitted with the application. Essential supports and follow up will be available to ensure safe practice. If conditions on practice are necessary, they will be developed in a consensual manner and focused to patient protection.

If you answer in the affirmative to a question in the Health and Health History Section, please enclose a signed and completed *Consent to Release Health Information Form* for each relevant health care provider.

In order to avoid delays in licence renewal, you must attach a sheet with details relevant to any statement answered in the affirmative. A licence cannot be renewed without a complete signed declaration and written explanations for any affirmative statements.

The need for accurate and truthful completion of the declarations cannot be overstated. A false or misleading statement will subject a member to cancellation of his or her registration and licence.

## 21. Declaration of Ethical Practice

All applicants must review and agree to the terms of the *Declaration of Commitment to Ethical Practice and the Public Interest* before being licensed to practice dentistry in the Province of Manitoba.

## 22. Signature Section

Please review the document and statements carefully. Once satisfied, identify the location and date. Sign the document and have it witnessed and sealed by a commissioner for oaths, notary or lawyer.

A registration and initial licence cannot be reviewed unless it is an original signed by the applicant with a notarized witnessed.

Retain a copy of the completed form and any supplementary documents for your records.

## 23. Fees

The registration application fee is \$850.00. It must be included with your application and is non-refundable. This fee may be waived for applicants to the charitable purpose category.

The fee for initial licensure varies depending on the category you are registered and time of year. It must be included with your application but shall be returned if your application does not meet the requirements for registration.

Current registration and initial licensure fees are available in Schedule A of the *Bylaw for Registration and Licensure of Dentists* that is appended to this *Guide*.

## 24. Final Note

If you have any questions or are unsure of information that needs to be submitted, please contact:

**Courtney Razmus**

Administrator, Registration, Licensing & Corporations

(204) 560-0845

[crazmus@manitobadentist.ca](mailto:crazmus@manitobadentist.ca)

## APPENDIX I: Summary of Licence Category Restrictions, Conditions and Limitations

EXCERPT FROM THE *BYLAW FOR REGISTRATION AND LICENSURE OF DENTISTS*

### **SECTION III - PRACTICE OF DENTISTRY RESTRICTIONS, CONDITIONS AND LIMITATIONS BY CLASS**

1. A member registered in the General Practitioner class:
  - a. shall limit his or her practice of dentistry to areas where he or she has the requisite knowledge, skill and judgement of a reasonable and prudent General Practitioner member; and
  - b. shall not express or imply he or she is a specialist of any area of dentistry in his or her communications with patients or the public.
  - c. Nothing in this section shall be interpreted as in any way affecting the ability of the Registrar to include additional restrictions, conditions or limitations on a member registered in the General Practitioner class or as a condition for registration of an applicant to the General Practitioner class.
  
2. A member registered in the Dental Specialist class:
  - a. shall restrict his or her practice of dentistry to the scope of his or her dental specialty in Manitoba;
  - b. shall limit his or her practice of the dental specialty to areas where he or she has the requisite knowledge, skill and judgement of a reasonable and prudent Dental Specialist member of the same field; and
  - c. shall not express or imply he or she is a specialist of any area of dentistry outside of the field of dental specialty he or she is registered in his or her communications with patients or the public.
  - d. Nothing in this section shall be interpreted as in any way affecting the ability of the Registrar to include additional restrictions, conditions or limitations on a member registered in the Dental Specialist class or as a condition for registration of an applicant to the Dental Specialist class.
  
3. A member registered in the Academic class:
  - a. shall restrict his or her practice of dentistry to the scope of his or her identified field of dental practice;
  - b. shall limit his or her practice of dental specialty to areas where he or she has the requisite knowledge, skill and judgement of a reasonable and prudent member of his or her identified field of dental practice;
  - c. shall not express or imply he or she is a specialist of any area of dentistry except the field of dental specialty he or she is registered in his or her communications with patients or the public;
  - d. shall restrict his or her practice of dentistry outside of his or her Faculty appointment to a maximum of one day per week; and
  - e. shall automatically cease to be registered in the Academic class if he or she does not hold a full-time appointment at the University of Manitoba Faculty of Dentistry.
  - f. Nothing in this section shall be interpreted as in any way affecting the ability of the Registrar to include additional restrictions, conditions or limitations on a member registered in the Academic class or as a condition for registration of an applicant to the Academic class.
  
4. In addition to the restrictions, conditions and limitations of subsection III (3), a member registered in the Academic class identifying in the general practice field without an NDEB certificate:
  - a. shall only practise dentistry under the supervision of a General Practitioner member approved by the Registrar until he or she receives an NDEB certificate; and
  - b. shall automatically cease to be registered in the Academic class if he or she does not receive an NDEB certificate within five years of registering in the Academic class.

5. In addition to the restrictions, conditions and limitations of subsection III (3), a member registered in the Academic class identifying in a dental specialty field without an NDSE certificate:
  - a. shall only practise dentistry under the supervision of an applicable Dental Specialist member approved by the Registrar until he or she receives an NDSE certificate; and
  - b. shall automatically cease to be registered in the Academic class if he or she does not receive an NDSE certificate within five years of registering in the Academic class
6. A member registered in the Student class:
  - a. shall restrict his or her practice of dentistry as required for the internship or training programme he or she is enrolled;
  - b. shall only practise dentistry under the supervision of a member registered as a General Practitioner, Dental Specialist or Academic who is either:
    - i. a faculty member of the University of Manitoba Faculty of Dentistry; or
    - ii. a member of the dental staff of a facility formally associated with the University of Manitoba Faculty of Dentistry;
  - c. shall not collect a fee for services provided during the internship or training programme;
  - d. may prescribe medications under his or her authority subject to the following conditions:
    - i. he or she is allowed by the internship or training programme;
    - ii. prescriptions are restricted to the scope of the internship or training programme;
    - iii. he or she has:
      - a NDEB certificate; or
      - successfully passed an MDA approved pharmaceutical examination; and
    - iv. he or she is listed on the student prescribing roster.
  - e. shall automatically cease to be registered in the Student class:
    - i. when the programme of studies ends; or
    - ii. he or she ceases to be registered in the programme of studies the University of Manitoba Faculty of Dentistry.
  - f. Nothing in this section shall be interpreted as in any way affecting the University of Manitoba Faculty of Dentistry or a facility formally associated with it from charging a fee for the services it has provided.
  - g. Nothing in this section shall be interpreted as in any way affecting the ability of the Registrar to include additional restrictions, conditions or limitations on a member registered in the Student class or as a condition for registration of an applicant to the Student class.
7. A member registered in the Charitable Purpose class;
  - a. shall restrict his or her practice of dentistry to the duration, purposes and terms approved by the Registrar; and
  - b. shall not collect a fee for services in the scope of practice of dentistry provided while a member in the Charitable Purpose class.
  - c. Nothing in this section shall be interpreted as in any way affecting the charitable organization from compensating a member in the Charitable Purpose class for expenses of food, transportation and lodging directly associated with the volunteer services.
  - d. Nothing in this section shall be interpreted as in any way affecting the charitable organization from charging a fee for the services it has provided.
  - e. Nothing in this section shall be interpreted as in any way affecting the ability of the Registrar to include additional restrictions, conditions or limitations on a member registered in the Charitable Purpose class or as a condition for registration of an applicant to the Charitable Purpose class.

8. A member registered in the Dental Educator class:

- a. shall restrict his or her practice of dentistry to the duration, facility or facilities; purposes and terms approved by the Board and subject to the following conditions:
  - i. the duration of registration shall not exceed three months and may be renewed by the Registrar if the member continues to meet all the applicable requirements;
  - ii. the purpose is for:
    - conducting or engaging in a clinical presentation of an approved study club or sponsor;
    - providing special assistance or training to MDA members; or
    - presenting a continuing education programme recommended by the Dental Educator Subcommittee of the Continuing Competency Committee; and
  - iii. shall not collect a fee for services provided during the internship or training programme.
  - iv. Nothing in this section shall be interpreted as in any way affecting the approved study club or sponsor from charging a fee for the services it has provided.
  - v. Nothing in this section shall be interpreted as in any way affecting the ability of the Registrar to include additional restrictions, conditions or limitations on a member registered in the Dental Educator class or as a condition for registration of an applicant to the Dental Educator class.

9. A member registered in the Continuing Education Course Participant class:

- a. shall restrict his or her practice of dentistry to the duration, facility or facilities; purposes and terms approved by the Board and subject to the following conditions:
  - i. the duration of registration shall not exceed a cumulative total of fourteen days of clinical practise;
  - ii. the purpose is for:
    - conducting or engaging in a clinical presentation of an approved study club or sponsor;
    - providing special assistance or training to MDA members; or
    - presenting a continuing education programme recommended by the Dental Educator Subcommittee of the Continuing Competency Committee;
- b. shall only practise dentistry under the direct supervision of a member registered in the General Practitioner or Dental Specialist class approved by the Registrar; and
- c. shall not collect a fee for services provided during the internship or training programme.
- d. Nothing in this section shall be interpreted as in any way affecting the approved study club or sponsor from charging a fee for the services it has provided.
- e. Nothing in this section shall be interpreted as in any way affecting the ability of the Registrar to include additional restrictions, conditions or limitations on a member registered in the Continuing Education Course Participant class or as a condition for registration of an applicant to the Continuing Education Course Participant class.

10. A member registered in the Non-Practising class:

- a. shall not practise dentistry in Manitoba while registered as a non-practising member; and
- b. shall not delegate, authorize or supervise the provision of any dental services by another person in Manitoba while registered as a non-practising member.

## APPENDIX II: Registration and Licensing Fees

### SCHEDULE A - FEES