



MANITOBA DENTAL ASSOCIATION

INSTRUCTIONAL GUIDE FOR COMPLETING DENTIST LICENCE RENEWAL FORM

MANITOBA DENTAL ASSOCIATION
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PREPARED BY: MDA
DATE: 17 December 2013
UPDATED: 07 January 2016

The Manitoba Dental Association 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 licence renewal forms have been developed to meet regulatory expectations. There has been significant effort to make the renewal form self explanatory. This instructional guide is to provide additional details clarifying requirements and expectations for members in completing the new licence renewal forms.

The new form is a two sided single page document. It must be completed in its entirety by the member applying for renewal. Your licence cannot be renewed unless all the necessary documents and payments have been received. An unsigned or incomplete form will be returned and you may be subject to late fees.

The form can be divided into four sections:

1. identification of your registration class;
2. required personal and practice information;
3. required declarations; and
4. a checklist to review prior to submitting renewal application.

The new MDA database will track the validity of member resuscitation training based on your continuing education submissions. If you need to submit information, there will be a note in the checklist.

A second change from the past renewal process is the inclusion of a series of declarations. Please review them carefully and provide accurate information. The signed declarations will be retained in your file. A member's licence to practice shall be cancelled if he or she submits a false or misleading statement.

1. MDA POLICY ON SUBMISSION OF DOCUMENTS

Your original signature on the completed form is important for licence renewal. Members must return the completed and signed two sided single 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.

Members 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 a staff person is 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 renewal process for your records.

2. REGISTRATION CATEGORY RENEWAL SECTION

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

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

For members renewing in the General Practitioner or Dental Specialist category, you need to select which payment option that you are choosing. Consistent with past practices, these categories are eligible to pay their licence renewal fee in two payments. If the two payment option is selected, both payments must be included for licence renewal. The second payment must be postdated for 15 June 2016. Further details are included in the cover letter and in Schedule A of *The Bylaw for Registration and Licensure of Dentists*.

The licence renewal fee for members in the charitable purpose category, if any, will have been determined in the registration agreement between that member and the MDA.

3. NAME AND REGISTRATION # SECTION

The name and registration number of the member that is currently in the Registry is included. Please confirm this information is accurate. If there has been a name change, please identify the change and provide the necessary supporting documents as indicated in the section.

If there is an error in spelling or your registration number, please identify the error on the page. The administrator will correct identified error for future reference.

The current MDA information on your basic resuscitation certification (CPR) expiration date is identified in this section. If the date indicates your CPR expires before February 28th, you will need to include documentation evidencing that you have valid CPR training.

4. PRACTICE ADDRESSES SECTION

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.

If you are uncertain if you have reported all the locations where you currently practise dentistry, please mark 'no' and include the details. On the renewal 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 renewal 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 (i.e. those limiting practice to sort 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. Retain a copy of this information for reference in completing future licence renewals.

5. **PREFERRED MAILING AND CONTACT ADDRESS SECTION**

The information on the form is the most current information the MDA has on where you would like communication and information directed. It may or may not be your primary practice location depending on your prior request.

If there is an error or you prefer a different location or contact information be used, please mark 'no' and identify the changes.

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

6. **OTHER JURISDICTIONS SECTION**

With the increasing number of dentists practising in multiple jurisdictions, there is a need for the MDA to be aware and monitor issues related to the practise of dentistry that may impact the public interest in Manitoba.

A member licensed to practise dentistry in any other jurisdiction at the time of renewing their licence shall mark the 'yes' box and provide the names of those jurisdictions on a separate sheet included with their renewal form.

7. **DECLARATIONS - FRONT PAGE SECTION**

There are four statements in the last section on the front page. All members must read the *MDA Code of Ethics* and declare adherence to it by initialing the last statement on the front page. A member licence shall not be renewed unless this declaration and one of the three other declarations is initialed.

A member must select and initial one of the next three statements that is consistent with the registration category identified in the registration category renewal section in the upper left corner of the front page.

A renewal in the general practitioner, dental specialist, academic, student or charitable purpose category should initial the first statement confirming their active practise status and minimum amount of malpractice insurance. As a member in the student category is restricted to only practising dentistry as authorized by their training programme, he or she would have coverage through the Faculty. Similarly, academics limiting their practice of dentistry to their Faculty activities would have coverage through the Faculty.

Members currently not practising dentistry in Manitoba or intending not to practise in Manitoba in the upcoming licensure year must initial either the third or final statement.

A member that initials the final statement must complete and submit a *Member Cancellation Form*. If a member retiring from practice wishes to become a non-practising member, he or she should submit a *Dentist Change of Status or Reinstatement Application Form* in addition to the *Cancellation Form*. Both documents are available on the MDA website.

8. DECLARATIONS - SECOND PAGE SECTION

The second page identifies a number of declarations on issues relevant to the public interest in the practise of dentistry. 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 licence cancellation.

9. SIGNATURE SECTION

Please review the document and statements carefully. Once satisfied, identify the location and date. Sign the document and have it witnessed. Under the signature of the witness, have them print their name.

A licence cannot be renewed unless it is an original signed by the member applying for renewal and witnessed by another person.

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

10. CHECKLIST SECTION

Please review the checklist on the upper right corner of the front page prior to mailing. Confirm all the items identified in the renewal form and on the checklist are included in the envelope.

Returned cheques shall be subject to an additional administrative payment for non-sufficient funds.

Member who fail to provide all the necessary documents, forms and payments prior to 28th February shall be subject to late fees for every day (including weekends) until all the necessary documents, forms and payments (including late fees) are received. A member that does not complete the licence renewal process within thirty days shall have their licence to practice dentistry suspended and registration revoked. The individual shall not be eligible to apply for registration until all outstanding fees are received.

You are encouraged to submit your renewal early to allow an opportunity to identify and submit missing or incomplete documents. Members are responsible to ensure all documents and payments are at the MDA office before the deadline and shall be subject to the late fees if their renewal application is incomplete. If unsure, please contact the MDA, Administrator – Registration, Licensing and Dental Incorporations.