# Profession Specific Resource Guide (PSRG) for: Internationally-educated **Dentists**

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# Fact Sheet

Regulated Profession:	Dentist (General Practitioner)
Regulator:	Manitoba Dental Association (MDA)
	Contact information
Regulated titles:	Dentist Licentiate of Dental Medicine
National body:	National Dental Examining Board of Canada (NDEB) Conducts the <u>equivalency and credential</u> verification process; Administers the series of formal assessments of knowledge and skills and the written and clinical examinations leading to NDEB certification. NDEB is NOT a regulatory body.
Credential assessment:	Conducted by the National Dental Examining Board of Canada (NDEB) (see above).
Completion Programs:	There are <u>eight Qualifying or Degree Completion</u> <u>Programs</u> offered in Canada, including the University of Manitoba's International Dentist Degree Program (and others in the USA) that meet MDA criteria for registration and licensure.
Other organizations:	<u>Commission on Dental Accreditation of Canada</u> ( <u>CDAC</u> ) is the national body (recognized by the MDA) responsible for accrediting dental training programs in Canada. CDAC is NOT a regulatory body.
Tools/resources:	<u>FAQs</u> at Manitoba Dental Association MDA <u>Informational Guide</u> to Registration Pathways, Policy and Process for Dentists NDEB On-line <u>Self-Assessment</u> see "How to Apply"

PSRG – Dentists – Revised August 2016

This guide is provided by the Province of Manitoba Immigration and Economic Opportunities Division

## I. An introduction to the profession

## Regulatory body

In Manitoba, dentists are regulated by the <u>Manitoba Dental Association (MDA)</u>. The MDA operates under the authority of <u>The Dental Association Act</u>. The Act also governs dental specialists and dental assistants.

To practice dentistry in Manitoba and to use the title of Dentist (or *Licentiate of Dental Medicine*) individuals <u>must</u> be registered and licensed with the Manitoba Dental Association.

Dental hygienists and denturists are also regulated professions in Manitoba; each is defined by its own *Act* and is governed by its own regulatory body. Dental hygienists are regulated by the <u>College of Dental Hygienists of Manitoba</u> (CDHM). Denturists are regulated by the <u>Denturist Association of Manitoba</u>. **This guide focuses on general practitioner dentists only.** 

## The oral health team

Dentists typically work in a general dental practice or in a speciality dental practise as part of an oral health team. The team includes:

- General Practitioner Dentists the primary care providers for patient oral health. They are responsible for the diagnosis, treatment, management and overall coordination of services to meet oral health needs. Common treatment activities include preventative, restorative and surgical care.
- **Dental hygienists** promote preventative oral health though patient education, assessment of oral soft tissues, scaling and polishing of teeth. They are qualified to perform dental x-rays.
- Registered dental assistants generally conduct their work near the dental chair where
  instruments, materials, and medicaments are prepared according to each procedure.
  They are qualified to produce impressions and dental x-rays, sterilize dental instruments,
  and monitor infection control procedures. They typically work directly with the dentist
  throughout the patient treatment time.
- Administrative staff manage practice, book and schedule appointments, oversee billings/ payments, coordinate dental benefits with insurers, and other office duties.
- **Denturists** design, repair, reline, and make removable dental appliances (prosthetic dentures or dental plates) for people who are missing some or all of their natural teeth. For these purposes, they may also take necessary impressions of the inside of the mouth.
- **Dental specialists** typically work in a specialty dental practice (i.e. an orthodontic practice). Like general practitioner dentists, specialists are regulated by the MDA. For a list and summary of specialists regulated by MDA click on <u>Dental Specialists</u>.

## National examining body

The <u>National Dental Examining Board of Canada (NDEB)</u> certificate is recognized by the MDA as one of the requirements for registration as a general practitioner dentist. The NDEB:

- establishes the qualifying conditions for a national standard of dental competence for general practitioners
- develops, maintains and reviews assessment mechanisms for evaluating those conditions
- grants certification to dentists who successfully meet the national standard

## National accrediting body

The <u>Commission on Dental Accreditation of Canada (CDAC)</u> is the national body recognized by the MDA for accrediting dental, dental speciality, dental residency, and dental assisting education programs in Canada. CDAC also accredits dental hygiene training programs. An **accredited** dental training program is one that has been accredited by the Commission on Dental Accreditation of Canada (CDAC) <u>or</u> under a reciprocal agreement with CDAC.

There are currently <u>10 accredited dental training programs in Canada</u> which lead to either a Doctor of Dental Medicine (DMD) or Doctor of Dental Surgery (DDS). In addition to the 10 Canadian programs, international dental training programs may be recognized as accredited through <u>reciprocal agreements</u> between CDAC and the dental accrediting bodies in USA, Australia, New Zealand, and Ireland. **All other dental programs are referred to as non-accredited dental programs.** 

Graduates of <u>Accredited</u> Dental Programs may proceed directly to the NDEB examinations for certification necessary for registration and licensure to practise dentistry.

Graduates of <u>Non-Accredited</u> Dental Programs must complete an assessment of their knowledge, skills and judgement - either by completing an international dental degree or qualifying program in an accredited dental training program or the NDEB Equivalency Process <u>before</u> proceeding to the NDEB examinations for certification necessary for registration and licensure to practice dentistry. The steps toward registration for graduates of non-accredited dental programs are outlined in section III of this guide.

## **Understanding legislation**

Acts: The primary purpose for regulating a profession is to protect the health and safety of the public. In Manitoba, every regulated profession is defined by a legislative statue referred to as an Act passed by the Government of Manitoba. Some Acts apply to one profession; others apply to two or more professions in the same field. The Act grants authority for the governance and administration of a profession to a regulatory body.

**Right to title**: Some job titles are protected by law. This means that only persons registered with the governing professional regulatory body can use a reserved (protected) title. To use a reserved title (or even imply to have a reserved title) without being registered, is against the law.

**Right to practice:** Many job duties/activities are also protected by law. When a profession has 'right to practice', only persons registered with the governing regulatory body are allowed to perform those activities. To perform those activities without being registered is against the law.

Some professions have "right to title" only; others have "right to title" and "right to practice". If a profession has "right to title" only, this means that *anyone* can perform the activities of the job, but only those registered with the regulator can use the title.

Oral health professions in Manitoba				
Profession	Regulator	Legislation	Reserved TITLE	Right to PRACTICE
Dentist	<u>MDA</u>	Dental Association <u>Act</u>	- Dentist - Licentiate of Dental Medicine	yes
Dentist - Specialist	MDA	<u>Dental Association</u> <u>Act</u>	- (Dental) Specialist	yes
Dental Hygienist	<u>CDHM</u>	Dental Hygienists Act	- Dental Hygienist - Registered Dental Hygienist - Oral Hygienist	yes
Dental Assistant	MDA	<u>Dental Association</u> <u>Act</u>	- Registered Dental Assistant	yes see <u>Scope of</u> <u>Practice</u> pdf
Denturist	See <u>DBM</u> (DAM) at DAC	The Denturists Act	- Denturist - Licensed Denturist	yes
This guide focuses on Dentists only. For information regarding other regulated professions in the field of oral health, please visit the governing regulatory body website.				

# II. The profession at a glance

This section provides snapshots of information specific to being a general dentist in Manitoba. The majority of information has been sourced from, <u>MDA</u>, <u>CDAC</u>, <u>NDEB</u>, <u>CDA</u> <u>Office of the</u> <u>Manitoba Fairness Commissioner (OMFC)</u> and the Government of Canada <u>Job Bank</u>.

NOC: National Occupational Classification information is provided by the Government of Canada and is updated every five years. Updates occasionally include changes to fourdigit NOC codes. This section provides NOC codes and information for <u>2011</u> and <u>2006</u>. Each NOC code links to information for the corresponding year. NOC codes are essential when searching profession-specific information on the Government of Canada's <u>Job Bank</u>.

2011	2006	
<u>3113</u>	<u>3113</u>	Dentists
		2011 NOC Codes for other occupations in the oral health field:
		<u>3411</u> - Dental Assistants
		<u>3221</u> - Denturists
		<u>3222</u> - Dental Hygienists
		<u>3223</u> - Dental Technologists, Technicians and Laboratory Bench Workers
The profession		Dentists (NOC 3113) are primary care providers for patient oral health. They are responsible for the diagnosis, treatment, management and overall coordination of services to meet oral health needs. Common treatment activities include preventative, restorative and surgical care.
Studying Dentistry in Manitoba		Training in dental medicine varies throughout the world. Internationally- educated dentists (IED) may wonder what type of education their <u>Canadian-educated</u> counterparts must complete in order to meet the education/training component of the licensing and registration process.
		There are <u>10 CDAC accredited dental training programs</u> in Canada. The University of Manitoba's Doctor of Dental Medicine (DMD) is one of the accredited programs. To apply to the U of M's DMD program applicants must have completed two years of prerequisite (undergraduate) studies. The DMD program is four years of full-time study. The minimum time to graduation, is six years (2+4).
		A graduate of the DMD program must then gain national certification (under NDEB) followed by licensure and registration with MDA, before being eligible to practise dentistry in Manitoba.
		When internationally-educated dentists enter the registration process to practice density in Manitoba their education and training is measured against the Canadian standard set by CDAC.
Duties		Dentists perform some or all of the following duties:
		Examine patients' teeth, gums and surrounding tissue to diagnose

	<ul> <li>disease, injury and decay and plan appropriate treatment</li> <li>Restore, extract and replace diseased and decayed teeth</li> <li>Perform oral surgery, periodontal surgery and other treatments</li> <li>Clean teeth and instruct patients on oral hygiene</li> <li>Design bridgework, fit dentures and provide appliances to correct abnormal positioning of the teeth and jaws, or write fabrication instructions or prescriptions for use by denturists and dental technicians</li> </ul>
	Supervise dental hygienists, dental assistants and other staff. Dentists who specialize will perform duties specific to their area of expertise.
	To locate further information using Job Bank:         1. Open Job Bank         2. Select "Occupation" icon in EXPLORE CAREERS section         3. Enter requested information/Click Search         4. Locate/select "Duties" in drop-down window (illustrated below)         Description   Titles   Duties   Related Occupations
Work setting	Dentist can work in a variety of settings outside the traditional dental clinic and private practice including: <ul> <li>community health clinics</li> <li>correctional facilities</li> <li>dental supply companies</li> <li>forensic laboratories</li> <li>homecare facilities</li> <li>hospitals</li> <li>insurance companies</li> <li>military bases</li> <li>professional associations</li> <li>research companies</li> <li>universities</li> </ul>
Competency Profile(s)	Competencies are specific and measurable descriptions of the knowledge, skills, behaviours, and attitudes required by individuals to perform their work safely, competently, and ethically. Competency profiles can also serve as a valuable resource by way of an informal self- assessment tool for IEPs.
	<ul> <li>National Dental Examining Board of Canada (NDEB) competencies:</li> <li>Competencies for a Beginning Dental Practitioner in Canada</li> </ul>

Self -	NDEB Self-Assessment:
Assessment Tools	Self-Assessment Quiz is an online tool designed to help graduates of non- accredited dental training programs assess their readiness to complete the Assessment of Fundamental Knowledge (AFK) successfully.
	Note: The Self-Assessment Quiz consists of 100 questions and should be completed within 2.5 hours.
Essential Skills Profiles	The Government of Canada Job Bank_provides occupation-specific Essential Skills Profiles for over 350 occupations. Each profile describes how individuals apply the <u>Nine Literacy and Essential Skills</u> in the workplace. They are: Reading, Writing, Document Use, Numeracy, Computer Use, Thinking, Oral Communication, Working with Others, and Continuous Learning.
	To view the Essential Skills Profile, open link <u>and scroll toward bottom of page</u> :
	Dentists (3113) Dental Assistants (3411) Dental Technologists, Technicians and Laboratory Bench Workers (3223) Dental Hygienists (3222) Denturists (3221)
	<ul> <li>To locate other Essential Skills Profiles:</li> <li>1. Open Job Bank</li> <li>2. Select "Occupation" icon in EXPLORE CAREERS section</li> <li>3. Enter requested information/Click Search</li> <li>4. Locate/Open "Education &amp; Job Requirement"</li> <li>5. Open "Canada"</li> <li>6. Scroll down to Essential Skills section; open each of the nine icons for detailed information</li> </ul>
	Assess your essential skills at Build Your Career with Essential Skills
	Please note: While the Government of Canada links to the Build Your Career with Essential Skills website, it is not responsible for the accuracy, currency, or the reliability of the assessment results.
Salary	Salaries for dentists vary depending on contract arrangements, overhead costs, geographic locations, experience, area of specialization (if any), and volume of patients.
	Open the Job Bank - <u>Wage Report</u> to view salary estimates. (Low/Median/High) for dentists in Manitoba and across Canada in NOC: 3113

Employment Outlook	Click on <u>Employment Outlook</u> to view the current outlook (Employment Potentials and Trends) for Dentists in Manitoba and across Canada. Select a region to view a detailed Job Market Report.
Job Search	via <b>Manitoba Dental Association</b> Provides information on <u>employment opportunities</u> and dental practices available to purchase in Manitoba.
	<ul> <li>via Province of Manitoba - Find My Job</li> <li>1. Open Find my Job</li> <li>2. Enter keywords and location in Manitoba (or leave blank to search entire province)</li> <li>3. Click "Find Jobs"</li> </ul>
	<ul> <li>via Government of Canada - Job Bank - Job Search</li> <li>1. Open Job Bank</li> <li>2. In blue section, use Job Search window to enter 4-digit NOC code or job title</li> <li>3. Click "Search"</li> <li>4. Locate tab for: PROVINCE and TERRITORIES (Right side of screen) Click on Manitoba; View Results</li> </ul>
	<ul> <li>via Job Bank - Job Alerts!</li> <li>A free Government of Canada online service that notifies users (subscribers) when new jobs are posted on Job Bank.</li> <li>To subscribe: <ol> <li>Open Job Bank</li> <li>In blue section locate/select Job Alerts!</li> <li>Complete and select "Subscribe" (an email validation will be sent immediately to your email address)</li> <li>Go to your email; open "Job Alerts – Subscription Validation" email Click CONFIRM to activate your subscription</li> </ol> </li> </ul>
	<b>Tip:</b> Users can subscribe an unlimited number of times using a different Job title or NOC code each time. After clicking 'CONFIRM' users will see the option to "CREATE NEW JOB ALERTS".

	via Job Bank - <b>Job Match</b>
	A new (2015) free Government of Canada online service that matches job seekers and employers based on their respective needs and profiles. After being matched, each receives a notification and list of suitable matches. To register, every user must create an individual online user account. Users cannot sign in until an account is created.
	To register:
	1. Open Job Match
	2. Click on "Try Job Match"
	<ol> <li>Select "Create an account" (upper right corner of screen)</li> <li>Begin at Step 1 to create account</li> </ol>
Labour mobility	<b>Background:</b> Canada's <u>Agreement on Internal Trade (AIT)</u> was designed to reduce and, where possible, eliminate barriers to the free movement of goods, services, investment, and labour within Canada. <u>Chapter 7</u> ( <u>Labour Mobility</u> ) of the AIT applies directly to workers in regulated professions and trades in Canada. Across Canada, any worker registered and in good standing with a professional regulatory authority in one jurisdiction (province or territory) is eligible to register and work in another jurisdiction provided he/she meets the application criteria of the regulatory authority in the new jurisdiction. The process is generally completed without any requirements for additional training, experience, examinations or assessments.
	Dentists
	<ul> <li>regulated in all Canadian provinces and territories</li> <li>have full labour mobility in Canada under the AIT</li> </ul>
	Criteria to practice dentistry in another jurisdiction in Canada
	Once a dentist is registered with the regulatory authority in one jurisdiction in Canada, he/she can apply to register as a dentist with the regulatory authority in another jurisdiction in Canada.
	<ul> <li>Before being registered in the new jurisdiction, applicants must:</li> <li>contact the regulatory authority in the new jurisdiction, and</li> <li>provide a completed application for the new jurisdiction including all necessary documentation, and</li> <li>upon approval of the application, register with the regulatory authority in the new jurisdiction.</li> </ul>
Self- employment (Entrepreneurship)	The Province of Manitoba allows professionals to incorporate their practices under certain conditions. The Manitoba Dental Association is legislatively responsible to ensure compliance with those requirements and issue permits authorizing a professional corporation. Information on how to incorporate a professional dental corporation is available on the MDA's website at <u>Dental Incorporation</u> .

	<ul> <li>The <u>Canadian Dental Services Plans Incorporated (CDSPI)</u> offers free services to licensed Canadian dentists. Services include:</li> <li>financial planning</li> <li>insurance and investment options</li> </ul>
FAQs	Frequently Asked Questions (FAQs) at: <u>Manitoba Dental Association (MDA)</u>

III. Professional registration (Dentist - General Practitioner) Requirements for registration and licensure in Manitoba Requirements to practice dentistry in Manitoba Registration pathways Before starting the registration process

Important

The information in this section is provided only as a GUIDE.

Information has been sourced and summarized from several organizations including the <u>Manitoba Dental Association</u> (MDA), the <u>Commission of Dental Accreditation of Canada</u> (CDAC), the <u>National Dental Examining Board of Canada (NDEB)</u> and the <u>University of Manitoba - College of Dentistry</u>. To ensure accurate information on registration policies and procedures, always contact the regulator (MDA) <u>directly</u> before beginning any step of the certification, licensure and registration process.

For more detailed information, please see the <u>MDA Informational Guide to Registration</u> <u>Pathways, Policy and Process for Dentists</u>.

Requ	uirements for registration and licensure in Manitoba
Residency status	<ul> <li>Canadian Citizen or</li> <li>Permanent Resident /or Manitoba Provincial Nominee Program (MPNP) Letter of Approval from Citizenship and Immigration Canada (CIC) or</li> <li>hold other status in Canada (refugee, student, temporary, etc.) and have a valid Canadian work permit allowing holder to practice dentistry in Canada</li> </ul>
Education	Successful completion of: a dental training program accredited by the Commission of Dental Accreditation of Canada (CDAC)
	or a dental training program accredited by another accrediting body having a <u>reciprocal agreement</u> with CDAC. Currently these only include dental training programs in USA, Australia, New Zealand, and Ireland. or
	a non-accredited dental training program where the holder of the degree has successfully completed the NDEB degree equivalency process <u>or</u> a Qualifying or Degree Completion Program for Graduates

	of Non-Accredited Dental Programs
	and
	an approved course in Canadian Jurisprudence and Ethics delivered via an MDA-approved institution (includes the University of Manitoba)
Certification	NDEB Certificate
	Requires successful completion of the NDEB <u>Written Examination</u> and the <u>Objective Structured Clinical Examination (OSCE)</u>
Other training	Hold a valid certificate in Cardiopulmonary Resuscitation (CPR) issued by an MDA approved training program. For further information Section IV - Other related training (page 27).
Professional liability (malpractice) insurance	Minimum \$3,000,000.00 Insurance can be obtained through <u>Canadian Dental Services Plans</u> <u>Incorporated (CDSPI)</u> . See <u>malpractice</u> . Annual premium rates and deductible vary according to plan.
Language proficiency	<ul> <li>None. MDA provides a <u>guide to recommended English language</u> <u>proficiency levels</u>. Minimum levels include:</li> <li>CLB Level 7 in speaking, listening, reading, and writing</li> <li>TOEFL score of 600 PBT, 250 CBT, or 100 ITB</li> <li>IELTS General - band of 6.5</li> </ul>

	Requirements to practise dentistry in Manitoba
Registration and Licence	Individuals must: • be registered with MDA and • hold a valid licence issued by MDA

## **Registration pathways**

## for Graduates of <u>Non-Accredited</u> Dental Programs

## Important

The Steps and Actions outlined below provide a simplified overview of the certification and registration/licensure process. As an overview, the number of steps used to illustrate the process may not match the detailed steps and procedures set by the regulatory body. The Steps and Actions outlined below are provided only as a guide.

To practice dentistry in Manitoba one <u>must</u> be registered and licensed with the Manitoba Dental Association. It is a two-part process:

**Part I**  $\rightarrow$  is the training and assessment process which culminates with a certificate issued by the National Dental Examining Board (NDEB). There are two ways to complete Part I.

**Part II**  $\rightarrow$  leads to registration and licensure with the Manitoba Dental Association (MDA). There is only one way to complete Part II.

## Part I: NDEB Certification (National level)

There are two ways to complete Part I (NDEB Certification):

1. via the Equivalency Process - Assessments and NDEB Certification Examination

or

2. via a Qualifying/Degree Completion Program and NDEB Certification Examination

Note: Some dental training programs offered outside of Canada and accredited by an accrediting body having a <u>reciprocal agreement</u> with CDAC also provide degree completion programs that are recognized for eligibility for the NDEB examinations. Currently, these include dental training programs in USA, Australia, New Zealand, and Ireland only.

Note: The seven (7) steps outlined below have been identified using the <u>NDEB integrated</u> <u>pathway to certification diagram</u> as a guide.

- All Graduates of Non-Accredited Dental Training Programs complete Step 1, 2, & 3.
- The result of Step 3 (Assessment of Fundamental Knowledge) determines the applicant's options/pathways to NDEB certification.
- Successful completion of either pathway leads to NDEB certification

Step	Action
Optional	Complete NDEB's free Self-Assessment Quiz

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1	<b>Create</b> an on-line profile (Located in the <u>Application to the NDEB Equivalency Process</u> )		
2	Submit Application to the NDEB Equivalency Process Upon approval, proceed to Step 3.		
	Write Assessment of Fundamental Knowledge (AFK) Dates, Fees, and Locations		
3	AFK completed Standard met (Minimum score 75%) I	AFK completed	
	↓ pathway via Equivalency Process (Assessments and NDEB Certification Examination)	↓ pathway via Qualifying/Degree Completion Program and NDEB Certification Examination	
	Perform	Complete	
	<u>Assessment of Clinical Judgment</u> (ACJ) <b>and</b>	any one of eight <u>Qualifying/Degree Completion</u> <u>Programs</u>	
	<u>Assessment of Clinical Skills</u> <u>(ACS)</u>	Includes the <u>University of Manitoba's</u> <u>International Dentists Degree Program</u> (IDDP) ( <u>Track A</u> ); a two-year full-time	
	Dates, Fees, and Locations	program. (See Section IV Bride/gap training)	
4	If standard is met on ACJ and ACS (Minimum score75%) Proceed to Step 5	Applicants <u>compete</u> for a limited number of seats in a Qualifying/Degree Completion Program.	
	lf standard is not met, cannot proceed to Step 5; option to apply to one of eight Qualifying/Degree Completion Programs (see other pathway)	Upon successful completion of a Qualifying/Degree Completion Program Proceed to Step 5	
	Note: Results for each assessment are reported as a Pass/Fail. Candidates who fail an assessment receive a report identifying areas of weakness. The ACJ and ACS can each be repeated up to three times.	Note: The U of M also offers an IDDP Track B for candidates who have performed the AFK, ACJ, and ACS. For information <u>open Track B</u> .	
	Candidates who meet the standard (minimum 75%) on the ACJ and ACS are not		

	required to proceed directly to Step 5. They can apply to a Qualifying/Degree Completion Program if they choose. However, applicants <u>compete</u> for a limited number of seats in a Qualifying/Degree Completion Program.		
	Apply to <u>NDEB Certification process</u> Certification process <u>Fees</u>		
5	Note: The NDEB Certification process has only one stream – for Graduates of Accredited Dental Programs. All graduates of <u>non</u> -accredited dental programs who are eligible to apply to the NDEB Certification process apply as Graduates of <u>Accredited</u> Dental Programs.		
Z	<b>Perform/pass</b> the NDEB <u>Written Examination</u> and the <u>Objective Structured Clinical</u> Examination (OSCE)		
6	Examination <u>Fees</u> Note: Candidates who fail an examination can repeat up to three times.		
7	7 Certified with NDEB		
Part I COMPLETE			
↓ Continue to Part II			

	Part II: Registration and Licensure in Manitoba		
Reminder: review the <u>MDA Informational Guide to Registration Pathways, Policy and Process</u> <u>for Dentists</u> for more detailed information.			
Step	Step Action		
	Apply to MDA using Registration Package for General Practitioner		
	Complete Relevant Forms and Documents in the Registration Package Include all required documentation and fees		
1	Registration and Licensure Fees; See <u>Schedule A – Fees</u> Example 2016 fees: One-time non-refundable registration fee \$200 Annual Licensing fee \$3,250 (prorated fee after Sept.1 in year of application \$2,250) If applicant is not approved, cheque for Licensing fee is not cashed.		
	Submit completed application (with fees) by mail (or hand-deliver) to MDA.		
	<b>Receive</b> MDA response Applicants <u>approved</u> for registration receive communication of the approval and a licensing orientation is scheduled. Registration information is mailed to applicant.		
2	Applicants <u>NOT approved</u> receive communications from MDA to clarify registration requirements and discuss opportunities to meet those requirements.		
	Applicants <u>refused</u> registration shall receive a written decision and reasons for that decision. Applicants refused registration may appeal the decision to the MDA.		
	Attend licensing orientation at MDA (for <u>approved</u> applicants only)		
3	Orientation is 1.5 – 2 hours in duration. Purpose: to review MDA regulatory role, conditions of licensure, ethical expectations and current rules, bylaws and regulations in the Province.		
4	Approved for MDA licence.		
	Part II COMPLETE		
Eligible to practice dentistry in Manitoba			

## Before starting the registration process

Choosing to pursue professional registration is a personal decision. Determining eligibility for professional registration is the regulator's decision. While there are many benefits to being registered, the registration process can be very long, costly, and complex.

Deciding *if* you should begin the process and *when* to begin the process can also be a very complex process. There are many factors to consider. Decisions about your career often include your family, your current needs, and your future goals.

Knowing what will be required of you <u>before</u> you begin the process is essential to your success. Having a back-up plan is also important. Some international educated professionals (IEP) begin the registration process but do not complete it. But the more you plan, the greater your chances of success.

The questions below are designed to get you *thinking* about the registration process and to help you start *planning*. **The answers are not provided**. It is up to you to research your profession and to find answers to questions that apply to you.

In addition to this guide, you are encouraged to use **An Immigrant's Guide to Understanding Regulated Professions and Trades (link to be provided)**. This complimentary resource provides foundational information on regulated professions and trades and is designed to strengthen your knowledge base and decision-making process.

## Consider the following:

- 1. Are there employment opportunities in my profession today? Will there be employment opportunities if/when I complete the registration process?
- 2. Is my level of English (or French) sufficient to complete the registration process and to competently work in my profession?
- 3. Do I need to provide the regulator, bridge/gap, or English language program with a specific test score to prove my language proficiency? If yes, which tests does the end-user accept and what score do I require?
- 4. Are language test results valid for only a specific period of time (i.e. 2 years)? Does the end-user require language tests to be taken within a specific period of time prior to beginning the registration process (i.e. 6 months)?
- 5. How long will it take to complete the registration process?
- 6. How much will it cost?
- 7. Will I need to work during this time?
- 8. Will the registration process require me to attend school to complete programs or courses at university /college?
- 9. Will I be eligible for financial supports?

10. Do I have, or can I get, all the documentation the regulator will require?

- 11. Will I need to have my academic credentials (diplomas, degrees, transcripts, etc.) issued directly from the issuing institution (in my country of study) to the regulator (or third party assessment agency) in Manitoba/Canada?
- 12. My academic credentials were not issued in English. Will I need to have them translated into English? If yes, where can I get this done? How much will it cost?
- 13. Is there a time limit for me to begin the registration process? In other words, if I wait too long to begin the registration process in Canada could all my training and work experience in my profession become out-dated and no longer accepted by the regulator?
- 14. If I begin the registration process do I have to complete it? The answer is 'no'.
- 15. If I don't pursue or I don't complete the registration process are there other jobs, within my field, which are non-regulated and where I could apply my skills and expertise?

## Outside of Canada:

If you are researching your profession before applying to immigrate to Canada you should also consider:

16. Are there any steps in the registration process that I can complete outside of Canada without residency status (i.e. permanent resident, valid work permit, etc.) in Canada? If yes, which steps can I complete?

If no, what is the residency requirement to begin/complete the registration process?

# IV. Training

Bridge/gap

Profession-specific English language

Other related training

Bridge/gap training	
Program	International Dentists Degree Program (IDDP)
In Manitoba delivered by	The University of Manitoba: College of Dentistry, Winnipeg, MB Note: There are eight <u>Qualifying/Degree Completion Programs</u> offered in Canada and others in the USA that meet MDA criteria for registration and licensure. Graduates of non-accredited dental training programs wishing to register and license with the Manitoba Dental Association can apply to any of the Qualifying/Degree Completion Programs.
Description	<ul> <li>Provides an opportunity for graduates of non-accredited dental training programmes to receive experience and be awarded a degree (Doctor of Dental Medicine (D.M.D)) from the accredited dental training programme. Graduates of the IDDP are eligible to participate in the NDEB certification process (i.e. perform the NDEB <u>Written Examination</u> and <u>the Objective Structured Clinical Examination (OSCE)</u>.</li> <li>Entrance to an IDDP is competitive with a limited number of positions available. Successful applicants participate in a two-year, full-time dental training program by joining the regular 4-year Doctor of Dental Medicine program for years 3 and 4 only.</li> <li>IDDP participants are required to attend a 7 - 8 week summer orientation program held immediately prior to the IDDP September start date.</li> </ul>
	IDDP Applicant Information Bulletin 2017-18
Language Proficiency	<ul> <li>Applicants must meet the University of Manitoba's English language proficiency requirements.</li> <li>Acceptable proof of English proficiency must be submitted by the IDDP application deadline</li> <li>Official test score reports must be sent by the Testing Agency directly to the IDDP</li> <li>Tests are valid for two years prior to application deadline date</li> </ul>

Eligibility Criteria	<ul> <li>All applicants to the University of Manitoba IDDP must:</li> <li>be a Canadian citizen or landed immigrant (permanent resident)</li> <li>reside in Manitoba</li> <li>complete <u>Criminal Record Check</u></li> <li>complete <u>Child Abuse Registry Check</u></li> <li>hold a four year degree from a dental program not accredited by the CDAC</li> <li>have work experience in the field of dentistry</li> </ul>
	and
	• meet the requirements for entry into IDDP Track A or Track B.
	For complete details see Eligibility & Selection
	Note: This criterion is specific to the University of Manitoba. Each Qualifying/Degree Completion Program has its own eligibility criteria.
	Reminder: Meeting the eligibility criteria does not guarantee selection into a Qualifying/Degree Completion Program. Entrance to a program is competitive with a limited number of positions available.
Application Process	See details in IDDP Applicant Information Bulletin 2017-18
	In addition to completing the IDDP application form, applicants must submit several documents <u>before</u> the application deadline. For a complete list, click on <u>required documents</u> .
	<i>Note</i> : Documents not issued in English must be accompanied by a notarized English translation.
Duration	2 years, full-time study (Year 3 and 4 of the U of M's regular 4-year Doctor of Dental Medicine program)
	plus Mandatory 7-8 week summer orientation program completed immediately prior to two-year program start date in September.
Fees	See current fees at University of Manitoba - <u>Tuition, Endowment and Student</u> <u>Organization Fees 2016 – 2017</u>
	Approximate total U of M IDDP fees: \$136,000 (excluding textbooks and other compulsory fees assessed to all U of M students (see below).
	Estimate includes: <ul> <li>\$90 <u>Application</u> fee</li> <li>\$1, 300 <u>On-site Assessment</u> (IDDP <b>Track A</b> participants only)</li> </ul>
	<ul> <li>Mandatory <u>Summer Orientation Program</u></li> <li>\$5, 000 Summer Term before First Year of IDDP</li> </ul>

	<ul> <li><u>Fees - Dentistry 3ID</u> (1st year of IDDP)</li> <li>\$50,762.66 tuition</li> <li>\$26, 582.78 Clinical Instrument <u>Fees</u></li> <li>\$209.39 Clinical Consumables</li> </ul>
	<ul> <li>Fees - Dentistry 4ID (2<sup>nd</sup> year of IDDP)</li> <li>\$46,147.86 tuition</li> <li>\$5, 645.20 Clinical Instrument Fees</li> <li>\$209.39 Clinical Consumables</li> </ul>
	<ul> <li>Plus <u>Other compulsory fees</u> assessed to all U of M students</li> <li>e.g. Student Service, Sport and Recreation, Technology Service, etc.</li> </ul>
Contact information	Click on <u>contact</u> (scroll to bottom of page) for inquiries re: International Dentist Degree Program (IDDP) College of Dentistry, University of Manitoba, Winnipeg, MB

# Dualifying/Degree Completion Programs in Canada The University of Manitoba's IDDP is one of eight <u>Qualifying/Degree Completion Programs</u> in Canada. Graduates of non-accredited dental training program wishing to register and licence with the MDA can apply to any of the following programs: • <u>University of British Columbia: International Dental Degree Completion Program (IDDCP)</u> • <u>University of Alberta: Doctor of Dental Surgery (DDS) Advanced Placement</u> • <u>University of Manitoba's International Dentists Degree Program (IDDP)</u> • <u>University of Western Ontario: Schulich School of Medicine, Internationally Trained Dentist Program (ITD)</u> • <u>University of Toronto: International Dentist Advanced Placements Program (IDAPP)</u>

- McGill University: International Dental Graduates and Transfers
- Université de Montréal: Faculté de médicine dentaire
- Dalhousie University: Doctor in Dental Surgery (DDS) Qualifying Program (DQP)

Profession-specific English language training	
Program	<u>Communication for Internationally-Educated Health Professionals</u> ( <u>CIEHP</u> )
Delivered at	Red River College, Language Training Centre, Winnipeg, MB
Description	A part-time program for internationally educated health professionals focusing on language, culture, and communication in the Canadian health care context with an emphasis on speaking and listening. For program details see <u>CIEHP</u> . Note: This program is one of RRC's <u>English for Specific Purposes programs</u> .
Eligibility Criteria	<ul> <li>be a permanent resident</li> <li>reside in Manitoba</li> <li>be an internationally educated health professional (i.e. physician, nurse, occupational therapist (OT), physiotherapist (PT), pharmacist, midwife, dentist, or other health professional)</li> </ul>
	<ul> <li>have started the registration process with the respective regulatory body; <u>or</u> have decided on an alternative career path within the health care field</li> <li>be referred by Winnipeg English Language Assessment and Referral Centre (<u>WELARC</u>) and meet minimum language proficiency requirements</li> </ul>
	See CIEHP <u>Eligibility Requirements</u>
Application Process	See CIEHP Application Package
Duration	<ul> <li>12 weeks (120 hours)</li> <li>Online component: 4 hrs/wk</li> <li>Face-to-face (F2F) workshops: 6 hrs/wk (two 3-hr morning classes)</li> </ul>
Fees	No tuition fee. One-time fee of \$25 (20151/16) for a mandatory Student Identification card.
Contact information	Open <u>CHIEP contact information</u> re: RRC and WELARC

Other related training	
Course	CPR Training
	Cardiopulmonary Resuscitation (CPR) certificate
Details	All applicants to Manitoba Dental Association (MDA) must hold a valid <i>Cardiopulmonary Resuscitation (CPR)</i> certificate approved by Manitoba Health.
Providers	Training is available through various providers. See <u>approved CPR providers</u>
Duration	Typically 1 full day (~6 hours)
Fees	Varies by provider and training course selected.
Contact information	Upon verifying with MDA that a particular CPR training course and provider meets its criteria, contact the provider directly for information on course schedules, fees, locations, registration process, etc.

# V. Financial supports

Financial Supports have been divided into two categories:

- General supports: for applicants in any profession, occupation, or trade
- Profession-specific supports

## General

**Employment Manitoba** delivers a full range of employment and training services to residents of Manitoba. Internationally educated professionals in need of assistance to reenter their professions may be eligible for financial supports to help pay for costs such as tuition, books and living expenses. Employment Manitoba Centres are located throughout the Province. To learn more about these supports and the eligibility requirements, visit a Manitoba Jobs and Skills Development Centre in person.

**Recognition Counts** provides supports to skilled immigrants wishing to work in their fields of expertise in Manitoba. The program offers career and financial counseling, as well as the opportunity to apply for a loan of up to \$10,000, to help with the costs associated with gaining employment in a profession or trade. Learn more at <u>Recognition Counts</u>.

Manitoba Student Aid is a supplemental financial assistance program for Manitobans who do not have sufficient resources to pay for their post-secondary education on their own. It provides various types of funding on behalf of the Manitoba Student Aid Program and the Canada Student Loans and Grants Programs. This funding includes repayable government student loans and non-repayable grants and/or bursaries. All applications are assessed to determine eligibility and financial need. Learn more about each of these programs at Manitoba Student Aid.

**Bursaries and Scholarships** are financial awards. Unlike loans, they do not need to be repaid. To receive an award, applicants must typically meet a specific set of criteria established by the awarding body. Bursaries and scholarships are offered by a variety of organizations including government, industry, secondary and post-secondary institutions, regulatory bodies, professional associations, charitable organizations, etc. It is up to the individual to research the availability of bursaries and/or scholarships.

**Financial Institutions** (banks and credit unions) typically offer a variety of financial options such as loans and lines of credit for various purposes. Applicants should consult individual institutions to learn more about their financial services.

## Profession-specific

**University of Manitoba** offers a variety of bursaries, prizes, scholarships, and other financial awards for students in the College of Dentistry. To receive an award, applicants must typically meet a specific set of criteria established by the awarding body and the College. Some rewards may be granted without applying for them while others have a formal application process. Information at <u>Financial Awards</u>. Also view the <u>Awards Database</u>.

## **VI. Professional resources**

Professional resources offer the internationally educated dentist an opportunity to better understand the Canadian workplace culture, to learn about professional development and networking opportunities, and to stay current with regard to dental technology, techniques, products, etc. Resources include membership organizations, e-newsletters, magazines, journals, etc. Information has been included for dental specialists, hygienists, dental assistants and denturists.

## Membership organizations (non-regulatory)

The <u>Canadian Dental Association (CDA)</u> is a national organization focused primarily on knowledge and advocacy. In 2011, CDA essentially became a federation of 10 Canadian provincial and territorial dental associations (PDA). The Manitoba Dental Association is one of the 10 Corporate Members. CDA membership is for provincial and territorial dental associations only; it is <u>not</u> for individuals. Licensed dentists participate in CDA activities through their MDA membership.

The <u>Western Canada Dental Society (WCDS)</u> is a non-profit charitable organization that uses its annual Seminar and Curling Bonspiel to raise money which provides scholarships and bursaries to dental students in the four western provinces. The objectives of the Society are to promote the common interests of members of the dental profession and the related interests of the general public and cultivate and promote all forms of professional and social interrelationships between its members. Membership is voluntary and available to licensed and non-licensed dentists in the Province.

The <u>Winnipeg Dental Society (WDS)</u> is designed to raise the standard of dental science, practice, art, and literature along with the promotion of mutual improvements and fellowship among dentists in Manitoba. Voluntary membership is available in various categories and is open to licensed and non-licensed dentists. Note: Membership in WDS is compulsory for licensed dentists who wish to be eligible for <u>Manitoba Blue Cross</u> coverage.

The <u>University of Manitoba Dental Alumni Association (UMDAA)</u> encourages ongoing involvement and support for the college and the profession. It also serves as a fraternal organization for its many members. Several times through the course of the years, UMDAA also raises funds to support bursaries at the College of Dentistry.

## Newsletters / journals / professional development

<u>Canadian Dental Association (CDA)</u> provides information on dentistry and oral health in Canada. Under the Services and Resources tab, find <u>CDA essentials</u>, <u>Fact Sheets</u>, <u>Oasis discussions.ca</u>, jcda.ca, and <u>Oasis Help.ca</u> for dental specialists.

<u>JCDA</u> (Journal of the Canadian Dental Association) is the flagship peer-reviewed publication of the Canadian Dental Association (CDA). It is an integral part of CDA's knowledge strategy.

<u>Manitoba Dental Association (MDA)</u> provides a variety of information for patients and oral health practitioners. Professional resources include oral health curriculum for schools, occupation specific links, employment opportunities, and <u>archived bulletins</u>.

<u>Prepare for Canada – Canada's online magazine for immigrant professionals</u> In the Dentistry section, find articles for IEDs such as Pre – Arrival; Skills development: Education; Understanding Canadian Workplaces; Job finding techniques; Informational interviews and networking; Associations; and Employment.

<u>The Oral Health Group.com</u> offers videos, blogs, and a range of product information in the field of oral health.

Winnipeg Dental Society (WDS) plans social events and Continuing Education Meetings.

## **Dental Specialists**

<u>Canadian Association of Public Health Dentistry (CAPHD)</u> is a non-profit organization representing public health dentists and community oral health professionals across Canada. Publishes - <u>Canadian Oral Health Reports</u>, <u>Member Publications</u>, the <u>Mosaic Newsletter</u>, and other <u>resources for professionals</u>.

<u>Canadian Academy of Endodontics (CAE)</u> is dedicated to the advancement of endodontics. Publishes - <u>case studies</u>.

<u>Canadian Academy of Pediatric Dentistry (CAPD)</u> is a member-based organization representing pediatric dentists across Canada. It specializes and promotes optimal health for infants, children, adolescents, and persons with special health care needs. See <u>Industry Updates</u> and videos/articles on <u>Hot Topics</u>.

<u>Canadian Academy of Periodontology (CAP)</u> is a member-based organization representing periodontists and the practice of periodontics by setting standards of care and guidelines for therapy in Canada. While the online newsletter – CAPsule - is password protected, CAP provides open access to information on the field of periodontology, schools, <u>therapy</u> <u>sequence</u>, and <u>employment opportunities</u>.

<u>Canadian Association of Oral and Maxillofacial Surgeons (CAOMS)</u> is a member-based organization dedicated to promoting higher standards in the profession of oral and maxillofacial surgeons in Canada. The site provides useful information on <u>surgical procedures</u> and events. Publishes - <u>Canadian Academy of Oral and Maxillofacial Pathology and Oral</u> <u>Medicine (CAOMPOM) News</u>

<u>Canadian Association of Orthodontists (CAO)</u> is the national organization representing registered orthodontic specialists in Canada. CAO is dedicated to promoting high standards in orthodontic education and quality orthodontic care. Publishes - <u>CAO News</u>.

## **Dental Hygienists**

<u>College of Dental Hygienist of Manitoba (CDHM)</u> is the provincial regulatory body for dental hygienists in Manitoba. Publishes - <u>CDHM Connections</u>.

<u>Manitoba Dental Hygienist Association (MDHA)</u> is a member-based organization representing dental hygienists across Canada. Publishes - <u>The Montage</u> as well as <u>Employment</u> <u>Opportunities</u>, <u>Dental Hygiene as a Career</u>, and <u>Professional Development</u>.

<u>National Dental Hygienists of Canada Board (NDHCB)</u> is the national examining body for dental hygienists. NDHCB offers information for applicants under the <u>News and Publications</u> tab.

<u>The Canadian Dental Hygienists Association (CDHA)</u> offers several membership options; an IEHD can join as a *Support Member*.

## **Dental Assistants**

<u>Manitoba Dental Assistants Association (MDAA)</u> is a member-based organization representing dental assistants in Manitoba. Its mission is to advance the careers of dental assistants in Manitoba and to promote the dental assisting profession in matters of education and professional activities.

<u>Manitoba Dental Association (MDA)</u> provides a variety of information for patients and oral health practitioners (including dental assistants). Professional resources include oral health curriculum for schools, occupation specific links, employment opportunities, and <u>archived bulletins</u>.

<u>National Dental Assisting Examining Board</u> is the examining body for individuals pursuing registration/licensure as a dental assistant in Canada.

#### Denturists

<u>Denturist Association of Manitoba (DAM)</u> represents its members (Denturists and interns), provides education, promotes the profession, facilitates a formal complaints process, ensures members have malpractice insurance, and sees to the day-to-day business of the membership. While membership in the Association is mandatory for licensure, the regulatory body, responsible for the administration the Denturist Act, is the Denturist *Board* of Manitoba. Information on the Denturist Association of Manitoba and the Denturist Board of Manitoba is located on the DAM website.

<u>Denturist Association of Canada (DAC)</u> is a member-based organization representing denturists across Canada. Publishes - <u>Journal of Canadian Denturism</u>.

# **VII. Related occupations**

The table below introduces a list of related occupations for working in the broader field of oral health. While each occupation will have its own set of employment requirements, none are regulated occupations and therefore do NOT typically require professional registration with a regulator. Employers may, however, require applicants to have job-specific training and/or certification. Hiring criteria is set by the employer and will vary from employer to employer.

NOC codes and information are provided for <u>2011</u> and <u>2006</u>. Each NOC code links to information for the corresponding year. After selecting and opening a NOC, click on **"View all titles"** for an extended list of related job titles.

2011	2006	
<u>3223</u>	<u>3223</u>	Dental Laboratory Technician/Laboratory Bench Worker
<u>4021</u>	<u>4131</u>	College & Other Vocational Instructors
<u>4012</u>	<u>4122</u>	Post-Secondary Teaching and Research Assistants

## **REGULATED** professions

Internationally-educated dentists seeking an alternate but related occupation may wish to inquire about the requirements for professional registration as a:

- Dental Assistant contact MDA; see also NDAEB International Applicants
- Denturist contact DAM

Note: The registration processes outlined at MDA (re: Dental Assistants) and at DAM (Denturists), may not refer specifically to applicants who are internationally-educated dentists. Always inquire with the respective regulatory body regarding pathways to professional registration.