



Royal College of  
Dental Surgeons of Ontario

*Ensuring Continued Trust*

## APPLICATION FOR SPECIALTY CERTIFICATE OF REGISTRATION

Applications to take the RCDSO Examination in Dental Anaesthesia will not be considered unless an application for a specialty certificate of registration has also been submitted.

The following fees and documentation must be submitted and requirements met:

1. The applicant has a degree in dentistry evidencing successful completion of a course in dental studies of at least four years' duration at a university based dental school.

**A certified copy (by a lawyer or notary public) of your DDS diploma must be provided plus an original letter from the Dean or designate of the university certifying the date of graduation. If you are or were a member of RCDSO and this documentation is already on file, then you do not have to duplicate it.**

2. The applicant has (until three years have passed since an approved diploma or degree program in dental anaesthesia is introduced in Ontario) successfully completed a program in dental anaesthesia that included a minimum of 12 months of full-time instruction, if successfully completed before 1986 **OR** a minimum of 22 months of full-time instruction, if successfully completed in or after 1986.

**A certified copy (by a lawyer or notary public) of your specialty diploma/degree must be provided plus an original letter from the Dean or designate of the university where the specialty was completed certifying the date of graduation.**

It is imperative to note that in addition to the above stated program the Registration Committee must be satisfied that the applicant possesses knowledge, skill and judgment at least equivalent to that expected of a current graduate of the specialty program in dental anaesthesia offered by the Faculty of Dentistry, University of Toronto. **This requirement is**

**non-exemptible in the legislation, meaning that it cannot be circumvented or waived by the College.**

**Using the applicable section on the RCDSO Examination Application form, please explain in detail how you fulfil this requirement and provide as much supporting documentation as you wish about. The Registration Committee will not approve your eligibility to take the dental anaesthesia examination until it is satisfied that you have met this requirement.**

3. The applicant has successfully completed the approved specialty examination in dental anaesthesia.

**The approved examination is either the Diplomate Examination of the American Dental Board of Anesthesiology or the anaesthesia examination administered by the Royal College of Dental Surgeons of Ontario. Please provide either an original letter from the American Dental Board of Anesthesiology certifying your successful completion of their Diplomate examination or complete the application form for the RCDSO Examination in Dental Anaesthesia. Refer to point #2 above for additional details. This requirement is non-exemptible in the legislation, meaning that it cannot be circumvented or waived by the College.**

4. Since successfully completing one of the above stated dental specialty examinations, there has been no three-year period during which the applicant has not engaged in the practise of dentistry on a continuous and regular basis in Canada or the United States of America.
5. The applicant is reasonably fluent in either English or French.
6. The applicant has successfully completed an examination in jurisprudence and ethics that is set or approved by the College. The examination is given following a day and half course held at this College several times throughout the year. If you are already a current member of the College holding a general, specialty or academic certificate of registration, then you do not have to complete this course again.

If you are not a current member of the College but have been in the past, in cases where you previously took this course, the course results are valid for a period of three years from the date of attendance if you did not subsequently register with the College. Applicants applying for registration after three years will be required to take this course again.

7. The applicant is a Canadian citizen or a permanent resident of Canada or has received the appropriate authorization under the *Immigration and Refugee Protection Act (Canada)* to permit the applicant to engage in the practise of dentistry in Canada.

**If a Canadian citizen or permanent resident, a certified copy of a Canadian passport, birth certificate, citizenship card (both sides), or proof of permanent residency status must be submitted.**

**If not a citizen or permanent resident, a certified copy of the authorization issued by Canada Immigration and Citizenship that permits you to engage in the practice of dentistry in Canada (Work Permit) must be submitted.**

**Canada Immigration website: [www.cic.gc.ca](http://www.cic.gc.ca)**

8. If the applicant is or has been registered/licensed to practise dentistry in another jurisdiction OR has engaged in the practice of dentistry anywhere in the world, it is required that the applicant is not or has not been suspended or the subject of a finding of professional misconduct, incompetence or incapacity.

**To verify this information, the Letter of Standing form must be completed and enclosed with your application. It must be completed by the regulatory authority in each jurisdiction where an applicant has practised or been granted the right to practise. If this involves more than one jurisdiction, then please print off or photocopy the form and have it completed accordingly.**

**If you are still practising in the respective jurisdiction at the time you submit your application for registration in Ontario, then kindly be aware that this information/form must be current and is therefore only valid for three months. Reference letters or photocopies of a licence will not be accepted in place of the Letter of Standing.**

**Note that participation in a general practice residency, internship or a post-graduate specialty program is considered to be engaging in the practice of dentistry, and therefore a Letter of Standing is required for these training periods.**

**If the information is not available from a regulator in the jurisdiction concerned, then a Letter of Standing should be provided from the program director of the hospital or university where the program was completed. The letter should state the start and end dates of the program, and that you are in good standing, and that you have never been, nor are you now, the subject of investigation, suspension, discipline, incompetence or incapacity.**

9. The applicant has made payment of all applicable fees. This includes the **non-refundable** application fee of \$100, the registration fee of \$100, and the annual membership fee as outlined below.

The annual fee (2009) payable by an applicant who is not currently a member and **has not previously held** a general, specialty or academic certificate from the College shall be\*:

- (a) if issued between January 1 but before June 1, 2009: \$1,760 plus above stated \$200 for a total of \$1,960
- (b) if issued on or after June 1 but before September 1, 2009: \$880 plus above stated \$200 for a total of \$1,080
- (c) if issued on or after September 1, 2009: \$530 plus above stated \$200 for a total of \$730

The above fees are exclusive of the fees required to take the RCDSO's dental anaesthesia examination.

**\*NOTE:** Applicants who currently hold a general, specialty or academic certificate of registration with this College, and who are therefore seeking an additional certificate in dental anaesthesia, need only submit a fee of \$200 (\$100 application and \$100 registration fee).

If paying by cheque it must be **certified**, made payable to the Royal College of Dental Surgeons of Ontario, and **drawn on a Canadian bank**. VISA and MasterCard are also accepted. This form of payment is preferable as the card can be charged as necessary through the various stages of processing. Regardless of method of payment, please complete the payment form that attached is attached with the specialty examination application form.

A member who holds a specialty certificate of registration and no other certificate is not entitled to practice general dentistry or perform controlled acts outside of the scope of practice of the applicable specialty. Any member wishing to practice general dentistry must hold a general or academic certificate of registration with this College. Please contact the College if further clarification is required: Robert Lees, Manager of Registration at 416-934-5613, toll-free at 1-800-565-4591, or rlees@rcdso.org.

***All information contained in this explanatory material is subject to change.  
Your application will be governed by the regulations and by-laws and policies  
in place at the time of submission.***