

A GUIDE TO THE PROCESS OF BEING REGISTERED AS A DENTURIST IN THE PROVINCE OF ONTARIO

INTRODUCTION

The College of Denturists of Ontario is the body that regulates the practice of Denturism in the province of Ontario. The mission statement of the College is “To regulate, govern and develop the profession while serving and protecting the public interest”. The College operates under the authority of the Regulated Health Professions Act, (RHPA) and the Denturism Act, 1991. The College is not an educational institution, it ensures that all Ontarians receive safe, effective and ethical care. Only individuals who are registered with the College of Denturists of Ontario can practice denturism and use the title Denturist. It is illegal to use this title in Ontario if you do not hold a current Certificate of Registration with the College of Denturists of Ontario. The provision of Denturist services in Ontario is a controlled act. For further clarifications of a controlled act and other definitions, please refer to the RHPA, sections 27 - 34. Upon registration with the College, you will receive a Quality Assurance Program Manual, which will include copies of relevant legislation governing denturists in Ontario.

THE REGISTRATION PROCESS

1. ASSESSMENT

All applications for registration must pass through an assessment procedure. If the registrar feels that the application does not meet all requirements for registration, he/she will refer it to the Registration Committee for review. The committee is made up of members of the Denturist profession and public appointees. The committee will inform you in writing of its decision regarding your application. You may be required to provide additional information regarding your qualifications or to complete additional studies to become eligible to write the qualifying examination.

A. EDUCATIONAL REQUIREMENTS

At present, an applicant must have a diploma from George Brown College in Denturism or an equivalent diploma or degree from another educational institution or jurisdiction to be eligible to attempt the qualifying examination. Should you hold a degree or diploma from another jurisdiction, you may be asked to have your credentials assessed, at your expense, by a recognized credential evaluation service.

B. APPLICATION FORM

Once the College has received your initial inquiry, you will be sent an application package. This package contains the forms to be completed and returned to the College along with a request for the pertinent documentation that is required to process your application. If documentation is in a language other than English or French it is the responsibility of the applicant to have it officially translated into English or French.

Please ensure that all questions are answered and all documentation is submitted. Your application will not be considered until all information is received.

Your application and the supporting documents must be duly notarized.

The time needed to complete the assessment of an application varies considerably. Delays will occur if the College has questions about your documents and requires clarification or if additional information is needed to continue the review of your application. Should you hold a degree or diploma from another jurisdiction, you may be asked to have your credentials assessed, at your expense, by a recognized credential evaluation service.

The non-refundable application fee in the amount of \$175.00 must accompany the duly completed application form. The fee should be in the form of a certified cheque or money order, payable to the College of Denturists of Ontario.

The College will keep you apprised of the status of your application by mail. Applicants are requested not to telephone the College to enquire about the status of their application. All requests should be submitted in writing, to the attention of the Registrar.

2. QUALIFYING EXAMINATIONS

The Registration Committee administers the qualifying examination which is held once per year. The examination is made up of two components - a written examination and a practical (clinical) examination. Eligible candidates must successfully complete the written examination before they will be permitted to attempt the practical examination.

All eligible candidates will be provided with a protocol which details the examination process. Eligible candidates will be informed, in writing, of the exact date, time and location of the examination. It is very important that applicants advise the College office, in writing, of any change of address during the application process.

Candidates must successfully complete both the written examination and the practical examination in order to qualify for a certificate of registration.

Written examination	\$ 500.00
Practical (Clinical) examination	\$2000.00

Candidates seeking admission to either the written examination or the practical examination should note that a certified cheque or money order, made payable to the College of Denturists of Ontario, in the amount stipulated above, must accompany their application for admission to the examinations. The examination fees are subject to change without notice.

To assist qualified applicants to successfully complete the written examination component, eligible candidates are invited to participate in "mock" examination sessions. These sessions are comprised of 100 practice questions at a cost of \$75.00 per session. Sessions are available by appointment only and are held at the College of Denturists of Ontario office located at Avenue Road and Bloor Street. Previous candidates have found the "mock" examination sessions to be very valuable as it allows the candidate to become familiar with the style of

questions to be asked and with the automated system used to administer the actual examination.

Candidates who withdraw from either examination must do so in writing to the attention of the Registrar. Candidates who withdraw from an examination more than fourteen (14) days before the scheduled examination day are entitled to a refund of the written examination fees paid less an administrative charge. Candidates who withdraw from an examination within fourteen (14) days of the scheduled day forfeit the examination fees paid in their entirety.

3. REGISTRATION

Applicants who successfully complete both the written and clinical examinations are then eligible for certification as a denturist in the province of Ontario. In order to activate and maintain a certificate of registration, the member must complete an annual information form, pay the annual registration fees and meet any and all the terms and conditions set by the College for a certificate of registration.

The annual registration fee for the 2006/2007 registration period is \$1248.48 plus GST. This fee may be prorated during the first year of registration depending on the month the member is eligible to activate their license. After the first year or partial year of registration, one's certificate must be renewed annually on April 15.

The annual registration fee does not include malpractice insurance. This insurance is mandatory for practicing denturists and can be obtained through the Denturist Association of Ontario or through an independent insurance broker. Active denturists must provide proof of insurance to the College on an annual basis in conjunction with their license renewal.

OTHER INFORMATION ABOUT THE REGISTRATION PROCESS

Confidentiality

Pending application files are confidential and information can be given only to the applicant. Release of information to a third party (i.e. employers, spouse, agency or attorney) requires a signed Release of Information form.

Assistance in Applying for Registration

No person or agency can guarantee that your application will be successful. Your application will be judged based on the stated requirements only. Be cautious of any person or agency that charges you money to help your application along. If you have trouble understanding the forms or the requirements, the staff of the College will be pleased to help you at no cost.

Your registration package should include:

- A Guide to the Process of Registering as a Denturist in the Province of Ontario
- Application Form
- Registration Regulations made under the *Denturism Act* (O.Reg 833/93 as amended to O.Reg 404/94)