



COLLEGE OF DENTURISTS OF ONTARIO

REGISTRATION GUIDE

The College of Denturists of Ontario is the body that regulates the practice of Denturism in the province of Ontario. The mission 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 is a regulatory body that 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 or 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.

THE REGISTRATION PROCESS

1. ASSESSMENT

All applications for registration must pass through a review process. 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 to the Council of the College. The Registration 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 in order to become eligible to sit the College’s qualifying examination.

A. APPLICATION FORM

All questions must be answered and your application form duly notarized. Your application will not be considered until all information is received. The applicant must initiate the qualifying exam as set by the Registration Committee within twelve months of the date of the application form being signed and must continue to be actively engaged in the exam process until successful completion, as directed by the Registration Committee, or the application will expire.

A 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, made payable to the *College of Denturists of Ontario*.

B. WORK STATUS REQUIREMENTS

An applicant must be a Canadian citizen or a permanent resident of Canada or have an authorization under the Immigration Act (Canada) consistent with her or his proposed certificate of registration. Applicants must submit a notarized copy of proof of citizenship or permanent resident status or work authorization to engage in the practice of denturism in Canada.

C. EDUCATIONAL REQUIREMENTS

To be eligible to attempt the College's qualifying examination an applicant must have a diploma in Denturism from George Brown College or a diploma or degree from any other institution that in the opinion of the Registration Committee is equivalent to a diploma in Denturism from George Brown College. A notarized copy of your diploma must be provided with complete official transcripts from your college or university. Applicants who graduated from a Denturist (or Dental) program outside of Canada must submit with their application, a Comprehensive Credential Report from one of the following credentialing agencies (*World Education Services, International Credential Assessment Service, or International Credential Evaluation Services*) to enable the College of Denturists of Ontario to assess equivalency with the George Brown College Denturism Program.

World Education Services (WES)

World Education Services
45 Charles Street East, Suite 700
Toronto, Ontario M4Y 1S2
tel: 416-972-0070
Tollfree: 866-343-0070
fax: 416-972-9
www.wes.org/ca

International Credential Assessment Service (ICAS)

ICAS of Canada
Ontario AgriCentre
100 Stone Road West, Suite 303
Guelph ON N1G 5L3
Telephone: 519-763-7282
Toll free in Canada: 1-800-321-6021
Fax: 519-763-6964
e-mail: info@icascanada.ca
www.icascanada.ca

International Credential Evaluation Services (ICES)

4355 Mathissi Place
Burnaby, BC V5G 4S8
Tel: (604) 431-3402
Fax: (604) 431-3382
Email: ices@ola.bc.ca
Web: www.ola.bc.ca/ices

D. LANGUAGE PROFICIENCY REQUIREMENTS

Applicants who graduated from a Denturist (or Dental) program that was not taught in English or French must submit with their application, proof of English or French language proficiency. For English, submit TOEFL results (a minimum score of 580 points for the TOEFL PBT, 237 points for the TOEFL CBT, or 92 points for the TOEFL iBT is required- the CDO accept tests no older than four years). For French, submit the results of the test used by Office de la langue Française of the Government of Quebec (a minimum result of 60% is required).

E. LICENSE INFORMATION

Where an applicant is or has been registered / licensed to practice denturism / dentistry in another jurisdiction, or has engaged in the practice of denturism / dentistry anywhere in the world, a letter of standing must be completed by the regulatory authority in each jurisdiction where an applicant has practiced or been granted the right to practice. Letters should include the applicant's license number, dates of registration, and should state your current standing and whether you have ever been, or are you now, the subject of investigation, suspension, discipline, incompetence or incapacity.

LABOUR MOBILITY

An applicant who is currently registered and in good standing with a statutory regulator of denturists in another jurisdiction in Canada in which the occupational standards and requirements of denturism are, in the opinion of the Registration Committee, substantially equivalent to those of Ontario, may be eligible for labour mobility.

If deemed eligible, such an applicant would be exempt from having to successfully complete the qualifying examination, provided they meet all other registration requirements.

SUPPORTING DOCUMENTATION

Documentation submitted that is not in either English or French must be accompanied by a copy translated by a certified translator.

If applying under a name which is different from the one recorded on the denturism/dental diploma, a certified copy of the name change, marriage certificate, or divorce decree (as applicable) must accompany the application.

A notarized copy is a photocopy of the original document that has been sworn or declared a certified “true copy” of the original (written or stamped directly on the copy or attached affidavit) and signed and sealed/stamped by a lawyer, notary public or commissioner of oaths. Please be aware that certain notaries or commissioners are restricted to a certain industry (ie. Banking, real estate) and as such are not legally authorized to certify registration related documentation.

The time needed to complete the assessment of an application varies considerably. Delays will occur if there are errors, omissions, or the College has questions about your documents and requires clarification / additional information to continue the review of your application. It is recommended that you apply with ample time for processing prior to your expected qualifying exam / start date.

The College will keep you apprised of the status of your application.

2. QUALIFYING EXAMINATIONS

The College administers the qualifying examination which is held at minimum once per year. The examination is comprised of two components - a written examination and a practical 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 an exam 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 fee	\$ 500.00
Practical examination fee	\$2400.00

Candidates seeking admission to either the written examination or the practical examination should note that written Visa / Mastercard authorization, 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.

3. REGISTRATION

Applicants who successfully complete both the written and practical examinations are then eligible for registration 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, undertaking agreement, 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 2009/2010 registration period is \$1497.74 including GST. This fee may be prorated during the first year of registration depending on the month the member is eligible to activate their certificate. After the first full or partial year of registration ending April 14, the member's certificate must be renewed annually on April 15.

The annual registration fee does not include malpractice insurance. This insurance is mandatory for Active (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 certificate renewal.

APPEALS

An application for a Certificate of Registration is reviewed by College staff and, when necessary to determine educational equivalency, the Registration Committee. If the applicant meets all of the requirements, they are deemed eligible to attempt the qualifying examination.

In some cases, it is necessary for the Registrar of the College to refer the application to the Registration Committee if the Registrar:

- has doubts on reasonable grounds about whether an applicant fulfills the registration requirements;

- is of the opinion that terms, conditions or limitations should be imposed on the certificate and the applicant does not consent to the imposition;
- proposes to refuse the application.

When an application is reviewed by the Registration Committee, the applicant is notified and given the opportunity to provide written submissions to the Committee.

The Committee, after reviewing the application and related documentation, may direct the Registrar to:

- issue a Certificate of Registration
- issue a certificate with specified terms, conditions and/or limitations;
- issue a certificate upon completion of additional requirements (e.g. educational upgrading, exam completion);
- refuse to issue a certificate.

The decision of the Committee is communicated to the applicant in writing with information about the appeal process to the government-appointed *Health Professions Appeal and Review Board* <http://www.hparb.on.ca/>.

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 assessed 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.