

EQUIVALENCY PROCESS APPLICATION GUIDE

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OVERVIEW

This Application Guide outlines eligibility and application requirements for the National Dental Examining Board of Canada (NDEB) Equivalency Process for graduates of a non-accredited university.

Eligibility

You are eligible to apply to the Equivalency Process if

1. you received a dental degree (DDS/DMD/BDS) from a university that is authorized by the government of that country to award such degrees, and
2. your dental degree program is not recognized by the Commission on Dental Accreditation of Canada (CDAC).

Application

To participate in the Equivalency Process, you will be required to submit documents to confirm your identity and credentials.

The first step is to create an NDEBConnect account and pay the application fee. When you create an account, you will be issued a unique NDEB ID number. This number should be included in all communication with the NDEB.

When the credential verification team determines a document does not meet the criteria you will be notified by email. The email will outline the steps you must take to complete your application.

Misrepresentation & Dishonesty

Providing false or misleading documents, misrepresenting the origin of documents, or withholding information to avoid rejection will result in the application being denied. These actions may also lead to additional sanctions at the discretion of the Registrar.

SUBMITTING DOCUMENTS

Once you have created your NDEBConnect account you are ready to submit your credentials for verification. This is a three-step process.

- 1 Submit the documents outlined under the "Proof of Identity" and "Documents to verify your credentials" sections.
- 2 Request that an authorized official send the documents required directly from the **university** to the NDEB as outlined in "Documents to verify your credentials" sections below.
- 3 Request that an authorized official send the documents required directly from the **licensing body** to the NDEB as outlined in "Documents to verify your credentials" section below.

SUBMITTING DOCUMENTS



- All documents submitted to the NDEB must meet the criteria outlined in this guide. You can refer to the country specific required documents available on our website for detailed descriptions of the documents.
- Documents must be submitted by mail or courier. Documents cannot be emailed or uploaded through NDEBConnect.
- All documents submitted to the NDEB will be verified prior to approval to participate in an NDEB examination. Your graduation date and credential may be verified by the NDEB directly with the university from which you indicate you have graduated.
- Failure to meet the criteria will result in an incomplete application and delays in approval of your application to participate in the Equivalency Process.
- Current credential verification times are available on the NDEB website.

Where to Send your Documents



Mail your documents to:

NDEB
340 Albert Street, 12th Floor
Ottawa, ON K1R 7Y6
Canada

DEFINITIONS

Notarization

Notarization is an attestation that the copy is an exact duplicate of the original document that the officer has seen. It is not a verification of the information in the document, or of your identity.

Documents requiring notarization must be notarized by a Notary Public, lawyer, or Commissioner of Oaths in good standing, referred to as the notarizing officer. **The notarizing officer must make a colour photocopy of the original document. Do not photocopy the document yourself.**

The notarizing officer places their original seal and signature in ink on the copy of the document and states that the photocopy is a true copy of the original document seen by the notarizing officer.

Notarized documents must meet the following criteria:

- The notary statement must be in English or French. Translated statements are not accepted.
- The original seal must display the notarizing officer's credentials, including full name and title of the notarizing officer, in English or French. Translated seals will not be accepted.
- No original stamps or signatures other than the notarizing officer's should be on the photocopy of the document.
- If the notarial statement is on a separate page, the Notary must be the one to attach the notarial certificate to the document.

If you are unable to have document(s) notarized by a notarizing officer whose credentials are in English or French, you may have an Officer of a Canadian Consulate or Embassy, or a New Zealand Consulate or Embassy make a notarized photocopy of your document(s).



Ensure that the notarizing officer photocopies both the front and back of the documents even if there is no information on the Back.



A statement indicating that you are swearing that the document is a true copy of the original and witnessed by a Notary Public, lawyer, or Commissioner of Oaths will not be accepted.

DEFINITIONS

Translations

A certified translator is an individual who has been evaluated by a translation authority and holds a license, issued by a government recognized translation association, to perform legal translations.

Documents requiring translation must be done by a certified translator and must meet the following criteria:

- Be an original translation. Photocopies or notarized copies are not accepted.
- The certified translator must staple the original translation to a photocopy of the original document that was translated. Documents paper clipped together or that have been unstapled will not be accepted.
- The certified translator must place their original seal and initial or signature in ink on all pages.
- The original seal must display the certified translator's credentials, including full name, license number, and title of certified translator, in English or French. Translated seals will not be accepted.

Translations will **not** be accepted if:

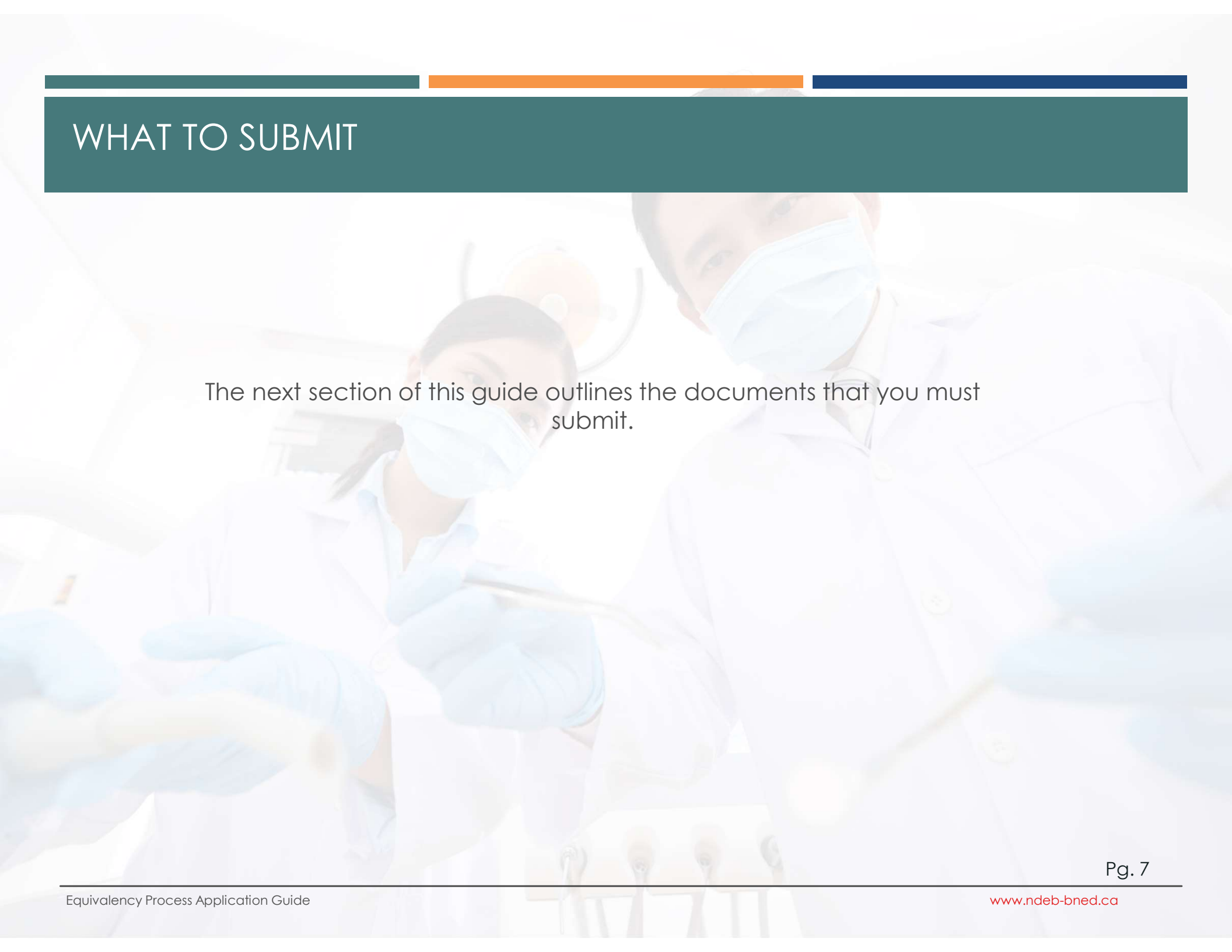
- the packet which was assembled by the translator has been taken apart for any reason,
- a translation done by, or attested by, a school official, or a notarized photocopy of a translation will not be accepted.
- In Canada, Associate Members and Candidates of the translation associations are not certified.



There is a difference between a Certified Translator and a certified translation. Ensure that the translator who makes your translations is certified. A certified translation does not need to be done by a certified translator and is not acceptable.



WHAT TO SUBMIT



The next section of this guide outlines the documents that you must submit.

WHAT TO SUBMIT

Equivalency Process Form

The Equivalency Process Form is available for download from your Equivalency Process Application in your NDEBConnect account.

You must read, complete, sign, and submit the form with your first submission of required documents.

In the disclosure section, you must list all jurisdictions in which you were licenced in dentistry, regardless if you practiced or not.

Enter the date you were first issued your license, not the date of your most recent renewal. The end date should be the date your license expired or will expire without renewal or the date you ceased to hold the license.



You must sign all documentation with the NDEB in the same manner as you have signed the government issued identification that you submit to the NDEB. You will be required to re-submit a new form if your signature is not the same.

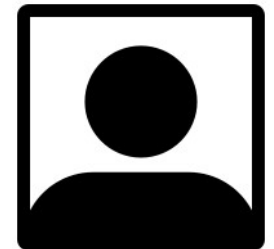
Proof of Identity: Profile Photo

You must upload a recent passport style photograph to your NDEBConnect account. The photo will be compared with your government issued photo identification and may be reviewed by your university.

The passport style photo must:

- be centered straight on square to camera;
- have a plain, white, or light background;
- be clear, sharp, in focus;
- reflect your current appearance;
- have no other individuals appear in the photo;
- be full face, no hat or props; and
- be in JPEG or PNG format.

You will be prompted to upload a photograph when you create your NDEBConnect account.



WHAT TO SUBMIT



Legal Name

Your legal name is the name under which you are registered with a government authority. This is the name on your passport or Canadian provincial identification. Applicants must provide a complete and accurate legal name upon application and maintain and update this name as required.

Legal Signature

Your signature is intended to prove your identity and to indicate knowledge, approval, acceptance, or obligation. To participate in NDEB examinations, you must sign all documents with the NDEB in the same manner as you have signed your government-issued identification provided at the time of application.

Proof of Identity: Government issued photo identification

You must provide a notarized photocopy of your current government issued photo identification (ID) issued in English or French to verify your identity.

The only acceptable forms of ID are:

- Canadian passport
- foreign passport that meets the requirements
- Canadian provincial or territorial identification

The ID must include your:

- legal name,
- date of birth,
- photograph, and
- legal signature.

The ID must be:

- valid (not expired),
- issued by a federal government authority, or
- issued by a Canadian provincial/territorial government authority, and
- no more than 10 years since issued



Your signature will be compared between all documents in which it appears. Discrepancies could lead to an incomplete application.

WHAT TO SUBMIT

Proof of Identity: Difference in Name

If your current legal name is different than the name that appears on any of the documents you submit or your online profile, you must provide an additional document to confirm your identity.

The document must include:

- your previous name in full,
- your current name,
- reason for change/difference of name, and
- date of change/difference of name (if applicable).

Acceptable forms of documentation include:

- Notarized photocopy of a marriage certificate for a married surname change,
- Notarized photocopy of a legal name change document, or
- Original sworn affidavit attesting to the difference in your name for the following reasons only:
 - spelling error on documents issued by the university.
 - cultural norms and practices such as honorifics,
 - abbreviations of names.



Read the information about what is an acceptable notarization on page 5 of this guide. Notarized documents will not be accepted if they do not meet these criteria.

Original Sworn Affidavit

Original sworn affidavit means the applicant's written sworn statement in English or French that is legally binding, signed and sealed or stamped by a Notary Public, lawyer, or Commissioner of Oaths in good standing. Seals or stamps must be original and must display the credentials of the notarizing officer in English or French.

WHAT TO SUBMIT

Citizenship or Proof of Residency

If you are a Canadian or New Zealand resident and would like to provide proof of residency, you can submit a notarized photocopy of one of the following documents:

- Canadian or New Zealand birth certificate
- Canadian or New Zealand citizenship card
- Certificate of Canadian or New Zealand citizenship (front and back)
- Verification of Status document (VOS) issued by the IRC Canada showing confirmation of permanent residency
- Canadian Permanent Resident Card (front and back)
- Passport page showing Canadian or New Zealand Citizenship
- New Zealand Residency Visa



For information about the VOS, please visit the website of [Immigration, Refugee, and Citizenship Canada](https://www Immigration, Refugee, and Citizenship Canada).

WHAT TO SUBMIT

Documents to Verify Your Credentials: Dental Degree

You must submit a notarized colour photocopy of the front and back of your original final dental degree, issued on the date of graduation, in the language issued. Your final degree must include the full date it was issued (dd/mm/yyyy).

If your final dental degree does not have the full date issued, one of the following documents must be submitted:

- a graduation certificate or statement indicating the exact date your final degree was issued.
- an official original letter sent directly to the NDEB from the university confirming the date your degree was issued. The letter can be sent with the Confirmation of Degree Form and academic record.

You must provide an accurate, word-for-word translation of your degree done by a certified translator if the document was originally issued in a language other than English or French.



A provisional diploma or degree, certificate, letter of completion, or graduation statement are NOT acceptable.

Dental Degree

A dental degree is the final official document issued to you by the university after successful completion of all courses of study, academic requirements, and administrative policies.

WHAT TO SUBMIT

Documents to Verify Your Credentials: Internship Completion Certificate

If completion of internship or clinical rotation is required by your dental program to award the final dental degree, you must provide a notarized colour photocopy of the front and back of your internship completion certificate in the original language issued. Documents submitted must include the start and end date of your internship or clinical rotation.

If clinical work is shown on the academic record, a completion certificate is not required.

Documents to Verify Your Credentials: Translation of Academic Record

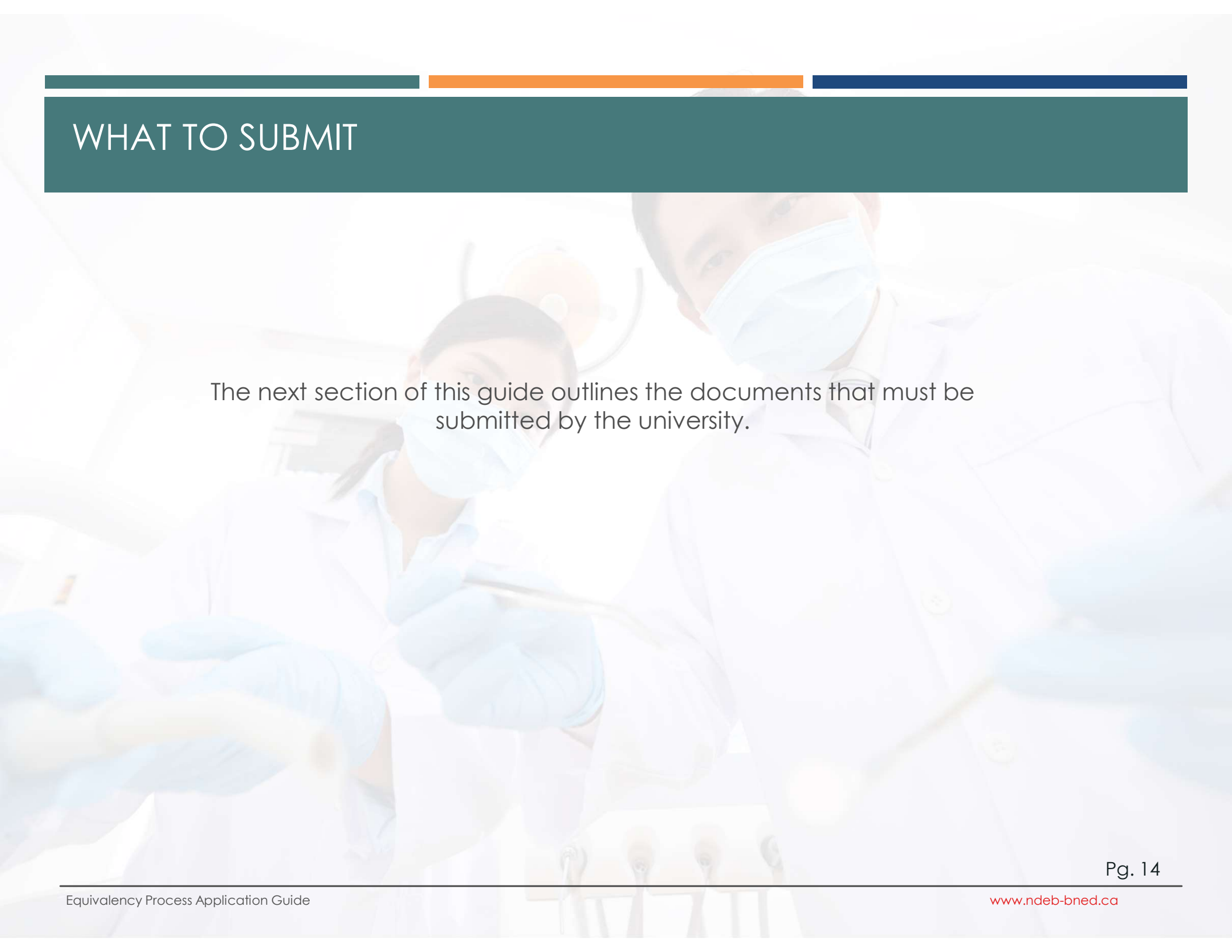
You must provide an accurate, word-for-word translation of your academic record done by a certified translator if the document was originally issued in a language other than English or French. Review the criteria for translated documents in the Definitions section of this document.



You may want to obtain a new academic record from the university for translation purposes because the copy attached to the translation must be the same version as the official academic record the NDEB receives from the university.



WHAT TO SUBMIT



The next section of this guide outlines the documents that must be submitted by the university.

DOCUMENTS FROM THE UNIVERSITY

It is your responsibility to request that the documents are sent in accordance with the criteria outlined in this guide. Documents from the university must be sent directly to the NDEB office by an official of the university, in a sealed envelope bearing the university's stamp.



It is very important that you do not request any document be sent to the NDEB by the university that you need returned. All documents received from the university become the property of the NDEB and will not be returned to the university, sent to you, or any third party.

Documents will NOT be accepted if they are:

- not clearly received directly from the university, and/or
- issued by an official of an affiliated college.

Documents are NOT accepted as having come directly from the university if:

- they have been given to you or anyone else first,
- your identification or signature is on the waybill or envelope,
- a family member's identification or signature is on the waybill or envelope,
- if documents that are not issued by the university are sent with them.



You may want to request that the university also sends you a copy of the completed form and academic record to ensure the information submitted to the NDEB is accurate.

DOCUMENTS FROM THE UNIVERSITY

Documents to confirm your credentials: Confirmation of Degree Form

An authorized official of the university that issued your final dental degree must complete and send the Confirmation of Degree Form directly to the NDEB office.

Steps to complete form:

1. Download the Confirmation of Degree Form from your NDEBConnect account.
2. Complete Section 1 of the form. You should not fill in Section 2.
3. Send the form to the university that awarded your dental degree.
 - o The Dean, Registrar, or Controller of Examinations of the university that issued your final dental degree must accurately complete Section 2 of the form in English or French, sign and place the university stamp or seal on the form.
4. An official at the university must send the completed Confirmation of Degree Form directly to:

NDEB
340 Albert St. 12th Floor
Ottawa, ON K1R 7Y6



The date your final degree was issued means the date showing on the final dental degree.

It is the date that the document itself was issued to you. This date will be compared with the final degree you submit.



Forms that have Section 2 completed by the applicant will not be accepted.

The identity and signature of the officer who completes this form may be subject to verification with the university.

DOCUMENTS FROM THE UNIVERSITY

Academic Record

An academic record is the official document, issued by the university that granted your dental degree, that lists all the courses taken, grades obtained, years attended, and degree awarded.

Documents to confirm your credentials: Academic Record

An official from the university that issued your final dental degree must send the official academic record in the language originally issued, directly to the NDEB office. Academic records which have been attested by a Ministry or any other third party will not be accepted.

The Academic record must include:

- all courses taken, and individual grades obtained,
- the dates you attended the program,
- the original university stamp and appropriate university official's signature in ink.

If you attended more than one university, each university must send an official original academic record directly to the NDEB office. These should be sent separately and directly from each university.

Documents are verified based on the standard format of issue from educational institutions by country. Visit the [NDEB website](#) for acceptable forms of academic records for the country in which the university is located.



The Academic Record should not be confused with a curriculum, which is a description of each course in the dental program and does not include an individual student's grades. A curriculum is not required.

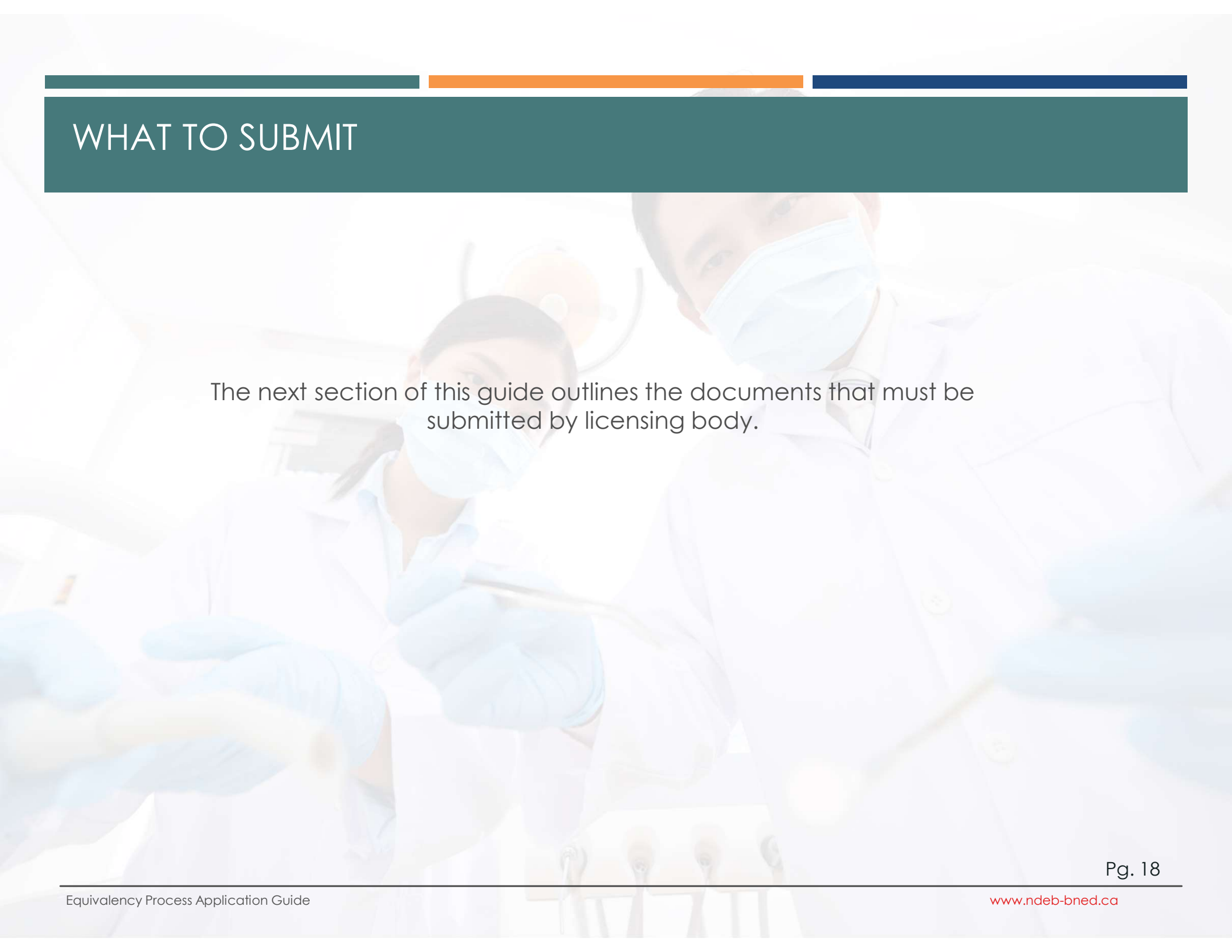


The following will not be accepted:

- Attested copies of the academic record attached to a translation.
- An academic record issued by an affiliated college.



WHAT TO SUBMIT



The next section of this guide outlines the documents that must be submitted by licensing body.

DOCUMENTS FROM THE LICENSING BODY

It is your responsibility to request that the documents are sent in accordance with the criteria outlined in this guide. A document from the licensing body must be sent directly to the NDEB office by an authorized official of the licensing body, in a sealed envelope bearing their official stamp.



It is very important that you do not request any document be sent to the NDEB by the licensing body that you need returned. All documents received from the licensing body become the property of the NDEB and will not be returned to them, sent to you, or any third party.

Documents will NOT be accepted if they are not clearly received directly from the licensing body.

Documents are NOT accepted as having come directly from the licensing body if:

- they have been given to you or anyone else first,
- your identification or signature is on the waybill or envelope,
- a family member's identification or signature is on the waybill or envelope,
- if documents that are not issued by the licensing body are sent with them,
- it is expired.

DOCUMENTS FROM THE LICENSING BODY

Documents to confirm your credentials: Statements of Good Standing

If you have held a license to practice dentistry, a statement of good standing must be received from all jurisdictions in which you have been licensed. This statement tells us:

- if your authorization to practice dentistry has ever been taken away by the licensing authority, or
- if you would still be welcome to practice in the jurisdiction.

The statement should:

- Verify that you were authorized to practice in the jurisdiction
- State that your license was never suspended or revoked by the regulator
- Be original and signed by the authorized official
- Not be expired

The organization that should send a statement of good standing would be tasked by the government to:

- Protect public interest;
- Set standards of competence and conduct that healthcare professionals must meet to be registered and practice;
- Investigate complaints about people on their register and decide if they should be allowed to continue to practice or should be struck off the register - either because of problems with their conduct or their competence;
- Establish technical, safety and quality standards and monitoring their compliance; and
- Impose penalties for non-compliance.



You may want to request that the licensing body also sends you a copy of the statement of good standing if it will not be issued in English or French so you can have it translated.

DOCUMENTS FROM THE LICENSING BODY

Gaps in licensing

If you were not licensed for a period of twelve (12) months or more, you must submit an original sworn affidavit attesting to the fact that you were not licensed, including the reason.

Never licensed?

If it has been more than twelve (12) months since you graduated and you have never been licensed, you must submit an original sworn affidavit attesting to the fact that you have not been licensed, including the reason.

Original Sworn Affidavit

Original sworn affidavit means the applicant's written sworn statement in English or French that is legally binding, signed and sealed or stamped by a Notary Public, lawyer, or Commissioner of Oaths in good standing. Seals or stamps must be original and must display the credentials of the notarizing officer in English or French.



An Affidavit is required if:

- More than 1 year has passed since graduation and you were never licensed
- You were licensed in more than one jurisdiction but there is a gap of more than 1 year between licensure periods
- You were licensed but it has been more than a year since the last licensing period

WE ARE HERE TO HELP

If you have questions about the documentation needed for our credential verification team, you can contact us by email or phone, or you can make an appointment to speak with one of our credential verification specialists.

To be a dentist in Canada is to hold a place of trust, of pride and of integrity. Once you have passed through the Equivalency Process and the certification examination, you join a community of professionals trusted the world over. It is worth the effort, both on your part and ours, to meet and maintain the standards of this deeply respected profession here in Canada.

Contact Us:



By email info@ndeb-bned.ca



By telephone 613-236-5912 between 9:00 a.m. and 4:00 p.m. ET



By appointment through your NDEBConnect account or on the NDEB website at <https://ndeb-bned.ca/equivalency-process/how-to-apply/required-documents/>