

Application Guide

Graduates of Non-
accredited Universities

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Overview

All documents submitted to the NDEB® must meet the criteria outlined in the Definitions section of this document.

If the documents provided are not originally issued in English or French, you must also submit an accurate, word-for-word translation of the document. Review the criteria for translating documents in the Definitions section of this document.

Your graduation date/expected graduation date may be verified directly with the university you have selected during application.

The documents outlined below must be submitted by all applicants to an NDEB® examination process.

Required Document Form

Accurately complete and sign the Required Documents Form.

Carefully read, sign, and submit the Form with your first submission of required documents. You must sign ALL documentation with the National Dental Examining Board of Canada (NDEB®) in the same manner as you have signed your government issued identification. Failure to sign this form and the Confirmation of Degree form in the same manner as your identification will require you to re-submit the incorrectly signed documents.

Government issued photo identification

You must provide at least one of the documents listed below to prove your identity. A notarized photocopy of your current government issued photo identification (ID) issued in English or French must be submitted. Be sure to read the information about what is an acceptable notarization in the definition section below. Notarized documents will not be accepted if they do not meet these criteria.

Acceptable forms of ID are:

- driver's license that is issued by a Canadian province or territory
- Canadian passport
- foreign passport that meets the requirements
- Canadian provincial or territorial identification card

The ID must include your:

- legal name (your document must show your name exactly as it appears on your online profile. See the definition of Legal Name in the definitions section below)
- date of birth
- photo
- signature (All documentation with the NDEB®, including forms and examinations, must be signed in the same manner as the ID)

The ID must be:

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

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 prove your identity.

The document must include your:

- your previous name in full
- your current name
- reason for change/difference of name
- date of change/difference of name

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 any reason other than a legal name change. For example, spelling error on documents issued by the university, cultural practice, abbreviations, etc.

Changing your name

If you need to change your name with the NDEB®, you must send a Request for Name Change Form, which can be downloaded from the [NDEB® website](#). The documents and the form must be submitted to the NDEB® office by mail or courier. Documents sent by email will not be accepted.

Application to the Equivalency Process

Eligibility

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

Documents required directly from the university to the NDEB®

It is your responsibility to verify that the documents from the university are accurately completed and 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 that 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.

Forms and academic records will **not** be accepted if they are:

- not clearly received directly from the university
- issued by an official of an affiliated college

We will not accept documents as having come directly from the university if they have been given to you or anyone else first, or if documents that are not issued by the university are sent with them.

Documents required from you cannot be sent from the university. Any documents received from the university will not be sent to you or a third-party.

Helpful Tips

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 to verify 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. You must download the *Confirmation of Degree form* from your online profile.
2. You must fill in the required information in only Section 1 of the form. You should not fill in Section 2 of the form. Forms that have Section 2 completed by the you will not be accepted.
3. You must send the form to the university that awarded your dental degree.

4. 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.
5. An official at the university must send the completed *Confirmation of Degree* form directly to the NDEB® office.

Helpful Tips

The date your final degree was conferred/given/issued means the date showing on the final dental degree that the document was given to you. This date will be compared with your final degree.

Academic record

An official from the university that issued your final dental degree must send the official academic record (list of all the courses taken and grades obtained), in the original language of issue, 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 in ink,
- original university official's signature(s) in ink, and

If you attended more than one university, each university must send an official original academic record directly to the NDEB® office.

The following will **not** be accepted:

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

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.

Helpful Tips

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.

Statements of Good Standing

If registration is required to practice dentistry in any country that you have practiced dentistry, a statement of good standing is required.

A statement of good standing is a letter or certificate issued by a licensing body confirming that you are or were entitled to practice in the jurisdiction, that you were not disqualified, suspended, or prohibited from practising, and the regulatory authority is not aware of any matters that call into question your good standing, fitness to practise or 'good character' as a healthcare professional.

Statements of good standing must be received from all jurisdictions in which you have been licensed. Statements must be sent directly to the NDEB® office from the licensing body. We will not accept documents if they have been given to you or anyone else before sent to the NDEB® office.

A Statement of Good Standing received from a regulatory body will not be returned to them, sent to you, or any third party.

If you have never been licensed you must submit an original sworn affidavit attesting to the fact that you have not been licensed and if you have graduated more than one year before application, including the reason you have never been licensed.

Documents required from the applicant to the NDEB®

It is your responsibility to send the documents to the NDEB® office well in advance of the registration deadline for the Assessment of Fundamental Knowledge (AFK™). All documents must meet the criteria outlined in the definitions section of this document. Failure to meet the criteria will result in an incomplete application and delays in approval of your application to participate in the Equivalency Process.

You need to provide the following document(s) to prove your dental credentials.

Dental degree

You must submit a notarised photocopy of the front and back of your original final dental degree, awarded/issued on the date of graduation, in the language issued. This is the document normally framed and hung on the wall. Your final degree must include the full date your degree was awarded/issued (dd/mm/yyyy).

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

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

- a graduation certificate or statement indicating the exact date your final degree was awarded/issued.
- an official original letter sent *directly to the NDEB®* from the university confirming the date your degree was awarded/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.

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.

Helpful Tips

You may want to request that the regulatory 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.

Helpful Tips

A newly issued academic record may be in a different format than the one previously issued to you. 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.

Internship completion certificate

You must provide a notarised photocopy of the front and back of your internship completion certificate in the original language issued if completion of internship or clinical rotation is required by your dental program to award/issue the final dental degree. 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.

Application to the Dental Specialty Core Knowledge Examination

Eligibility

If you have completed a dental specialty program that is not accredited by the Commission on Dental Accreditation of Canada (CDAC) you must complete the Dental Specialty Core Knowledge Examination (DSCKE™) followed by a Dental Specialty Assessment and Training Program (DSATP).

Eligible non-accredited specialty programs are master's degree programs in a dental specialty that is recognized in Canada, from a university that is authorized by the government of that country in which it is located to award such degrees but is not recognized by the CDAC.

Documents required directly from the university to the NDEB®

It is your responsibility to verify that the documents from the university are accurately completed and 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 that 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.

Forms and academic records will **not** be accepted if they are:

- not clearly received directly from the university
- issued by an official of an affiliated college

Helpful Tips

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 required from you cannot be sent from the university. Any documents received from the university will not be sent to you or a third-party.

Documents to Verify your Credentials

Confirmation of Degree form

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

Steps to complete form:

1. You must download the *Confirmation of Degree form* from the NDEB website.
2. You must fill in the required information in only Section 1 of the form. You should not fill in Section 2 of the form. Forms that have Section 2 completed by the applicant will not be accepted.
3. You must send the form to the university that awarded your dental specialty degree.

Helpful Tips

The date your final degree was conferred/given/issued means the date showing on the final dental degree that the document was given to you. This date will be compared with your final degree.

4. 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.
5. An official at the university must send the completed *Confirmation of Degree* form directly to the NDEB office.

Academic record

An official from the university that issued your final dental degree and dental specialty degree must send the official academic record, in the original language of issue, 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 in ink,
- original university official's signature(s) in ink, and
- If you attended more than one university, each university must send an official original academic record directly to the NDEB office.

The following will **not** be accepted:

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

If you attended more than one university, each university must send your official original academic record directly to the NDEB office.

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

Statements of Good Standing

If registration is required to practice dentistry in any country that you have practiced dentistry, a statement of good standing is required.

A statement of Good Standing is a letter or certificate issued by a licensing body confirming that you are or were entitled to practice in the jurisdiction and that you were not disqualified, suspended or prohibited from practising, and the regulatory authority is not aware of any matters that call into question your good standing, fitness to practise or 'good character' as a healthcare professional.

Helpful Tips

You may want to request that the regulatory 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.

Statements of good standing must be received from all jurisdictions in which you have been licensed. Statements must be sent directly to the NDEB office from the licensing body. We will not accept documents as having come directly from the jurisdiction if they have been given to you or anyone else first, or if documents that are not from the jurisdiction are sent with them.

A Statement of Good Standing received from a regulatory body will NOT be returned to them, sent to you, or any third party.

If you have never been licensed you must submit an original sworn affidavit attesting to the fact that you have not been licensed and if you have graduated more than one year before application, the reason you have never been licenced.

Documents required from the applicant to the NDEB®

It your responsibility to send the documents to the NDEB office well in advance of the registration deadline. All documents must meet the criteria outlined in the definitions section of this document. Failure to meet the criteria will result in an incomplete application and delays in approval of your application to participate in the DSCKE™.

Photographs

- two identical unmounted photographs
- showing a full front view of head and shoulders without a hat
- taken against a white background
- must be an original, printed on high quality paper
- must have maximum dimensions of 50 mm X 70 mm and minimum dimensions of 43mm X 54mm
- the name and address of the photographer and the date the photograph was taken must appear on the back of the photographs
- must have been taken in the last twelve months.

You need to provide the following document(s) to prove your dental credentials.

Self-evaluation Checklist

The Self-evaluation Checklist must be downloaded from the NDEB website. The completed checklist must be signed and dated by the candidate and returned with the application form.

Dental Degree

You must submit a notarised photocopy of the front and back of your original final dental degree and dental specialty degree, awarded/issued on the date of graduation, in the language issued. This is the document normally framed and hung on the wall. Your final degree must include the full date your degree was awarded/issued (dd/mm/yyyy).

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

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

Helpful Tips

If your dental specialty program does not meet one or more of the criteria in the checklist, you should contact one of the dental faculties offering a DSATP program in your specialty to determine if you are in a competitive position to apply.

- a graduation certificate or statement indicating the exact date your final degree was awarded/issued.
- an official original letter sent *directly to the NDEB®* from the university confirming the date your degree was awarded/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 and dental specialty degree done by a certified translator if the document was originally issued in a language other than English or French.

Translation of academic record

You must provide an accurate, word-for-word translation of your academic record for both your dental program and dental specialty program done by a certified translator if the document was originally issued in a language other than English or French.

Internship completion certificate

You must provide a notarised photocopy of the front and back of your internship completion certificate in the original language issued if completion of internship or clinical rotation is required by your dental program to award/issue the final dental degree. 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.

Helpful Tips

A newly issued academic record may be in a different format than the one previously issued to you. 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.

Definitions

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. For the purpose of participating in the Equivalency Process, applicants **must** sign all documents with the NDEB in the same manner as they have signed their government issued identification provided at the time of application.

If any form is not signed in the same manner as the passport, Canadian Driver's Licence, or Canadian, Provincial Identification, it will have to be re-signed and re-submitted. This includes the *Confirmation of Degree* form.

Notarizing Documents

Notarization is not a verification of the information in the document, or of your identity, but simply a declaration that the official has had seen the original document.

Documents requiring notarization must be attested and notarized by either a Notary Public, lawyer, or Commissioner of Oaths and must meet the following criteria:

- The notarizing officer must make a photocopy of the original document. Do not photocopy the document yourself.
 - Colour photocopies are preferred
- Bear the original seal and signature in ink of the notarizing officer.
- A seal or notary statement in English or French must be included, stating that the document is a true copy of the original document seen by the Notary Public, lawyer, or Commissioner of Oaths who has notarized the document. Translated statements are not accepted. By signing they attest to the fact that the copy is an exact duplicate of the original.
- 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 other original stamps other than the notarizing officer 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. Generally, the certificate should be stapled behind the signature page.

Helpful Tips

Ensure that the notarising officer photocopies both the front and back of the documents whether there is any information on the back or not.

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.

If you are unable to have document(s) notarized by a local Notary Public, lawyer, or Commissioner of Oaths, 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).

Translating Documents

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.

Helpful Tips

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.

Helpful Tips

If you are not sure if the translator you wish to use is certified, send an email to verification@nedb-bned.ca with their name and credentials before you have the translation made.

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. Seals or stamps must be original and must display the credentials of the Notary Public, lawyer, or Commissioner of Oaths in English or French.