

Application Form

For Graduates of Non-accredited Dental Specialty Programs

Please type or print the following information exactly as you wish it to appear on all NDEB documents.

Any false statement knowingly made in this document will result in rejection of the application and/or cancellation of examination eligibility and/or cancellation of any previously issued results.

Specialty:	Dental Public Health Endodontics Oral and Maxillofacial Radiology Oral and Maxillofacial Surgery Oral Medicine/ Oral Pathology Orthodontics Pediatric Dentistry Periodontics Prosthodontics	<table border="1" style="border-collapse: collapse; width: 100%; height: 100%;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>										

Family Name: _____	Given Names: _____
Street Address: _____	
City: _____	Province/State: _____
Postal Code: _____	Country: _____
Telephone: _____	Email: _____

All correspondence, including results, will be sent by email. If you do not want examination results sent by email please notify our office in writing.

Correspondence Language:	English	French
Examination Language:	English	French

Requests to change examination language must be received prior to the registration deadline date for the examination.

Participant in the NDEB Equivalency Process	Yes	No
NDEB ID Number	_____	

Dental education

Indicate the start date and graduation date for all dental and dental specialty programs.

University	Name of Program (BDS/DDS/Masters)	Start Date dd/mm/yy	Graduation Date dd/mm/yy

Declaration

I hereby make application to take the Dental Specialty Core Knowledge Examination of the National Dental Examining Board of Canada in accordance with, and subject to, its rules and regulations.

I certify that the preceding declaration and information supplied in this questionnaire is true and I authorize all necessary verification. I authorize the National Dental Examining Board of Canada to release my results to universities offering Dental Specialty Assessment and Training Programs.

I understand and accept that there are a very limited number of places in the Dental Specialty Assessment and Training Programs and that acceptance into one of these programs is not guaranteed.

I understand that my application will not be accepted if the required documentation is incomplete.

I authorize the National Dental Examining Board of Canada or its agents to verify the authenticity of all documentation for the purpose of participation in the Dental Specialty Core Knowledge Examination.

Signature of applicant

.....

This signature must be witnessed by a Notary Public, or a Commissioner of Oaths.

I declare that I have witnessed this document being signed by the individual shown in the accompanying photographs, which I have verified and signed.

Signature of

(Seal)

Witness

Title

.....

Date

.....

Address

.....

Required Documents

This page must be signed and included with your first submission of required documents. The NDEB will begin processing your application when ALL required documents are received. Incomplete documentation, failure to follow these guidelines or submission without this signed page may delay the process or approval of your application. For detailed information about the document verification process, visit the NDEB website at www.ndeb-bned.ca.

Documents are verified based on the standard format of issue from educational institutions by country. Please review the specific documentation requirements for the country in which your education was completed on the NDEB website.

Documents to be sent directly to the NDEB by the university

- Confirmation of Degree Form that awarded the specialty degree
- Official Academic Record from all dental and dental specialty programs

Documents to be submitted by the applicant

- Two identical unmounted photographs
- Application and Examination Fees made to the order of NDEB (Canadian funds only)
- Self-Evaluation Checklist for the applicant's specialty
- Notarized photocopy of valid government issued photo identification
- Notarized photocopy of proof of name change or difference in name, if the name that appears on any document is different than the name on your government issued photo identification
- Original final dental degree
- Original internship completion certificate, if applicable
- Original final Dental Specialty degree

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.

The document verification process takes about 6 weeks from the time all required documents are received by the NDEB. Documents are verified based on the standard format of issue from educational institutions by country. For detailed information about the document verification process, visit the NDEB website at www.ndeb-bned.ca.

If you are a participant in the NDEB Equivalency Process you are not required to resubmit documentation that has been "accepted" for participation in the Equivalency Process. Please ensure you have included your ID number on page one of the DSCKE application form.

With the exception of original documents, all documents submitted become the property of the NDEB and will not be returned. Documents issued directly to the NDEB by the institution will not be provided to the applicant. Original documents submitted for review by the applicant will be returned to the applicant by registered mail upon approval.

The NDEB reserves the right to, at any time, request additional documents for the purpose of verifying eligibility to participate in the NDEB Equivalency Process.

I have read and understand the information above.

Candidate's Signature

Date

Guidelines for Required Documents

(Subject to change)

Definitions

Notarized

- notarized photocopies must bear the original seal and signature of a Notary Public or a Commissioner of Oaths
- the Notary Public or Commissioner of Oaths must make a photocopy of the original degree issued by the university or other original documents and place their stamp or seal on the photocopied document. Do not photocopy the document yourself
- the seal or notary statement must state that the document is a true copy of the original document seen by the Notary Public or Commissioner of Oaths who has notarized the document
- original seals must display the credentials of the individual in English or French. Translated seals will not be accepted

If you are unable to have documents notarized by a local Notary Public or Commissioner of Oaths, whose credentials are in English or French, you may have documents notarized by an Officer of a Canadian Consulate or Canadian Embassy.

Original translation

- must be done by a certified translator, and bear the original seal and signature of the certified translator
- must be secured by the certified translator to a photocopy of the original document that was translated. Documents paper clipped together will not be accepted
- the certified translator must place their seal and initial or signature on all pages
- original seals must display the credentials of the certified translator in English or French. Translated seals will not be accepted

A translation done or attested by a school official, such as a Dean or Registrar, or a notarized photocopy of a translation will not be accepted.

Certified translator

- an individual who has been evaluated by a translation authority and holds a licence, issued by a government recognized translation association, to perform legal translations.

Academic Record

- is a complete record of all courses taken and individual grades obtained from all dental schools or faculties attended throughout all years of the program
- must indicate the dates you attended the program
- an academic record issued by an affiliated college will not be accepted

Documents to be sent directly to the NDEB by the university

It is the applicant's responsibility to verify that the documents from the university are accurately completed, sent directly to the NDEB office by an official of the university that issued your final dental degree, and in a sealed envelope bearing the university's stamp well before the registration deadline date.

Forms and academic records not clearly received directly from the university will not be accepted. Completed forms and academic records issued by an official of an affiliated college will not be accepted.

Documents required from the applicant cannot be sent with the documents required from the university.

Confirmation of Degree Completion Form

- download the Confirmation of Degree Completion from the NDEB website
- fill in the required information in Section 1 and send it to the university that awarded your dental specialty degree/diploma. Do not fill in Section 2
- the Dean, Registrar, or Controller of Examinations of the university that issued your final dental specialty degree/diploma must accurately complete the required information in Section 2, in English or French, and place the university stamp or seal on the form
- an official at the university must send the completed Confirmation of Degree Completion Form directly to the NDEB office

Academic Record

The university that issued your final dental degree and final dental specialty degree must send the official academic record, in the original language of issue, directly to the NDEB office. An academic record issued by an affiliated college or attested copies attached to a translation will not be accepted. Examples include:

- Transcript of Marks
- Transcript of Records
- Mark Sheets or Statement of Marks
- Diploma Supplement issued in English
 - The standard format of academic records issued from countries who are members of the Bologna Process is an original Diploma Supplement. For a list of countries who are members of the Bologna Process visit <http://www.ehea.info/members.aspx>.

Documents to be submitted by the applicant

It is the applicant's responsibility to send the documents to the NDEB office well in advance of the registration deadline date.

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.

Photographs

- two identical unmounted photographs
- include your signature
- 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 43 mm X 54 mm
- 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.
- *the individual who witnesses your signature on the application form must also certify that the photograph is a true likeness and sign the back of the photographs*

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.

Government issued photo identification

You must submit a notarized photocopy of your current government issued photo identification issued in English or French. Photo identification must:

- show your name exactly as it appears on your online profile
- include your signature
- be issued by a federal, provincial/territorial/state, or municipal authority
- not be expired. If photo identification does not have an expiry date, it must have been issued within the last 10 years

Examples include:

- driver's licence
- military identification
- passport

Difference in name

Your name on your online profile and all documents must be the same as your government issued photo identification. If it is not the same, you must provide a notarized photocopy of one of the following documents:

- a notarized photocopy of a marriage certificate for a married surname change,
- a notarized photocopy of a legal name change document, or
- an original sworn affidavit attesting to the difference in your name for any reason other than a legal name change (e.g. spelling error on documents issued by the university, cultural practice, abbreviations, etc.). A sample template of a sworn affidavit can be found on the Dashboard of your online profile. If you choose to use this template, it must be completed accurately and modified as needed, in either English or French.

Dental diplomas/degrees

You must submit your original final dental and dental specialty degrees, awarded/issued on the date of graduation, in the language issued. A provisional diploma or degree, certificate, letter of completion, or graduation statement will not be accepted.

Your final degree must display the full date awarded/issued (dd/mm/yyyy). If your final dental degree does not have the full date awarded/issued, you must also submit a graduation certificate or statement indicating the exact date your final degree was awarded/issued.

Translation of Academic Record

If your academic record is originally issued in a language other than English or French, you must also submit an accurate, word-for-word translation of the document.

Newly issued academic records may be in a different format than 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 as the official academic record received from the university.

Internship completion certificate

If your dental school or faculty requires the completion of an internship prior to awarding/issuing the final dental degree, you must provide the original internship completion certificate or equivalent, in the original language issued. Documents submitted must include the start and end date of your internship. If completion of the internship is for obtaining licensure only, an internship completion certificate is not required.