

Certification Process

Required Documents

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Subject to change



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Required Documents

All documents 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.

Documents to be submitted by the applicant

Government issued photo identification

You must submit a notarized photocopy of one of the forms of government issued photo identification issued in English or French.

The ID must include your:

- legal name (your document must show your name exactly as it appears on your online profile),
- date of birth,
- photo, and
- 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) and
- issued by a federal, provincial/territorial/state, or municipal authority.

Acceptable forms of ID are:

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

Difference in Name

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

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 to be submitted by the university

Your graduation date/expected graduation date will be verified directly with the university you have selected during application. If your graduation information is not confirmed at least 15 days prior to the examination date, you will be withdrawn, and withdrawal fees will be applied.

A certificate is issued upon successful completion of the Written Examination and OSCE, and after proof of graduation is provided to the NDEB office and verified.

Proof of Graduation

An official from the university that issued your final dental degree must send the documentation below, in the original language of issue, directly to the NDEB office. Documents are verified based on the standard format of issue from educational institutions by country.

Graduates of Canadian dental programs:

- Canadian dental programs generally provide confirmation of graduation for their final year students directly to the NDEB.
- If you do not graduate on the scheduled convocation date, you may be required to request an original official academic record be sent directly to the NDEB in a sealed envelope. The final academic record must indicate the date the degree was conferred. An interim academic record will not include the date of conferral and is not acceptable.

Graduates of accredited dental programs in the United States, Australia, New Zealand, or Ireland:

- An original official academic record must be sent directly to the NDEB by the university from which you graduated, in a sealed envelope. The final academic record must indicate the date the degree was conferred. An interim academic record will not include the date of conferral and is not acceptable.

Individuals who successfully complete the Equivalency Process:

- Individuals who have successfully completed the NDEB Equivalency Process are not required to provide proof of graduation to be certified, as this was verified during application to the Equivalency Process.

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.

Notarizing Documents

Documents 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.*
- The document must 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.
- 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.

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 Canadian 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.

Special Consideration

A Special Consideration Application Form is required if more than 60 months have lapsed since the date your degree has been issued. The form is available for download from the [NDEB website](#) and outlines all requirements.

This form must be signed and submitted to the NDEB office with your documentation.

Certification Process Required Documents Form

Legal Name:

NDEB ID Number:

Carefully read, sign, and submit this page with your first submission of required documents. You must sign ALL documentation with the NDEB in the same manner as you have signed your government issued identification.

Documents to be submitted by the applicant

- This Certification Process Required Documents Form, signed and dated
- Notarized photocopy of valid government issued photo identification
- Proof of name change or difference in name, if required

Documents must be received **no later than 10 business days** after the registration deadline.

Documents to be submitted to the NDEB by the university for certification

- Proof of graduation as outlined in the Required Documents

All documents submitted to the NDEB become the property of the NDEB and will not be returned. Documents issued directly to the NDEB by an institution or licensing body will not be provided to the applicant or a third-party organization.

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

Disclosure

As per the NDEB By-laws, you must disclose if your licence to practise dentistry, issued by any Dental Licensing or Regulatory Authority, has been or is suspended or cancelled, or if you are on probation within any licensing jurisdiction.

Select the applicable statement(s):

- My licence to practice dentistry has **never been** suspended or cancelled.
- My licence to practice dentistry has **been** suspended or cancelled.
- My licence to practice dentistry is currently under probation.

Consent

I acknowledge that I have received, read, and understand the application requirements.

I authorize the release of my academic information from any and all universities I have attended to the NDEB for the purpose of participating in the NDEB Certification Process.

Applicant's Signature

Date

