

# Instructions

## NDEB Equivalency Process

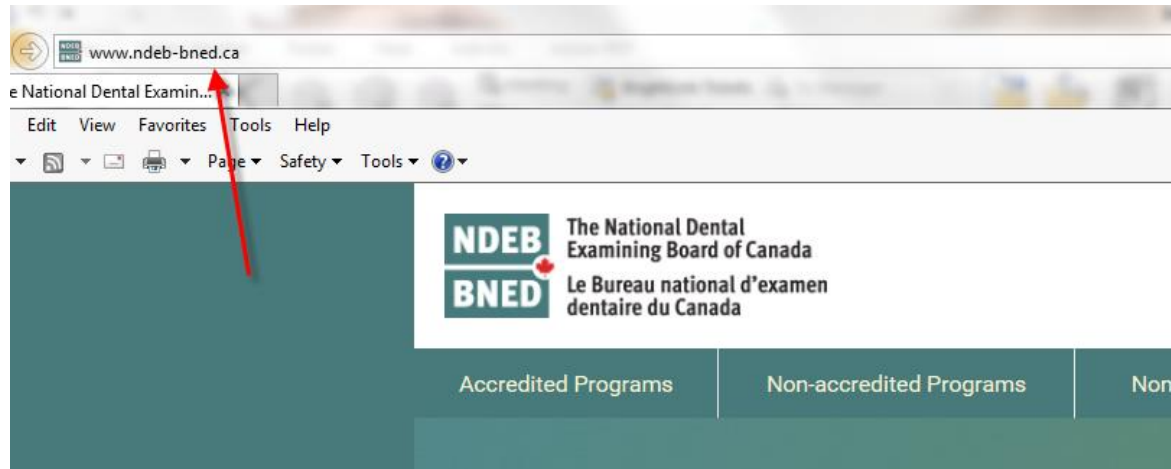
## Table of Contents

Submitting an online application .....	3
Website .....	3
Online registration portal.....	5
Submitting required documents .....	10

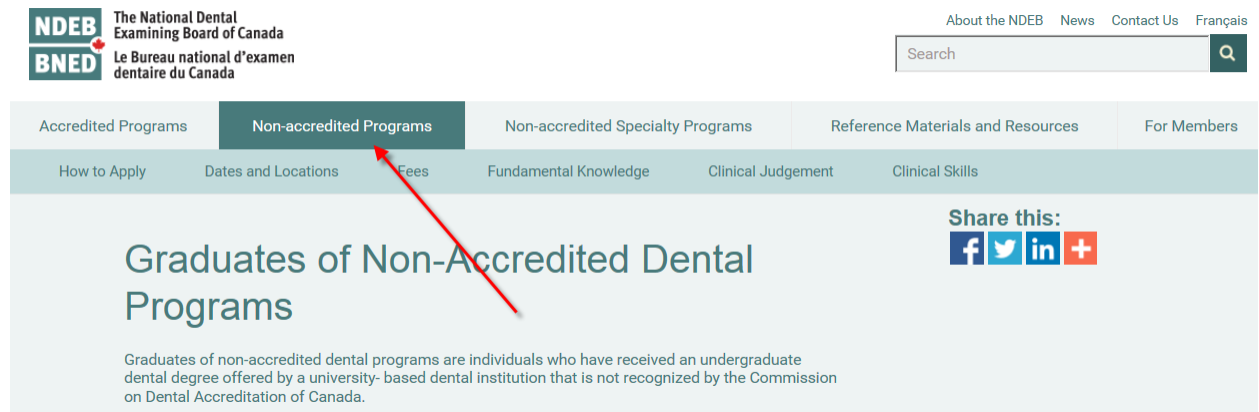
## Submitting an online application

### Website

1. Go to the NDEB website.

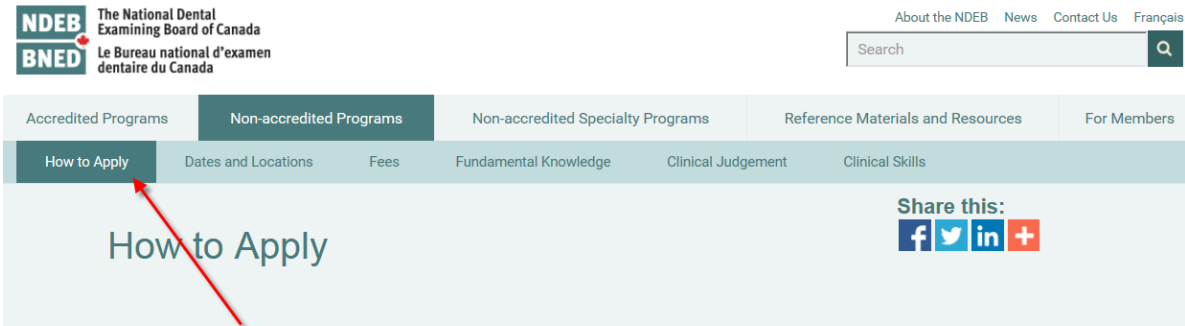


2. For information on applying for the NDEB Equivalency Process for graduates on non-accredited dental programs, select Non-accredited Programs.

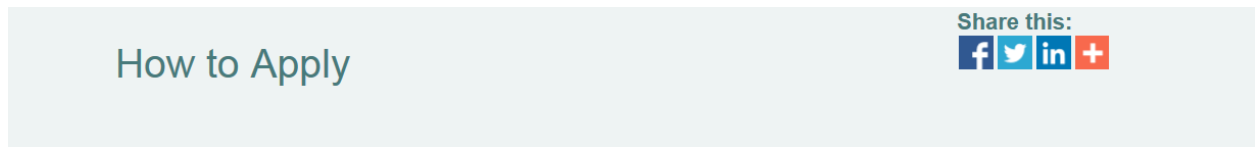


# Instructions

## 3. Select How to Apply.



## 4. Click on "NDEB online portal" to begin an application. Ensure you read all the information carefully, including the Terms and Conditions.



### Application to the NDEB Equivalency Process

Application to the NDEB Equivalency Process involves three steps:

#### 1. Creation of an online profile

Graduates of eligible non-accredited dental programs can apply for the NDEB Equivalency Process through the [NDEB online portal](#). To create an online profile you will need:

- a current photograph in JPEG or PNG format
- a valid credit card

The following documents are designed to help you create your online profile:

- [Detailed instructions for submitting your online application for the NDEB Equivalency Process](#)
- [Terms and Conditions – NDEB online submissions](#)

[Already an applicant or participant? Login.](#)

## Online registration portal

5. If you are a previous ODQ candidate or a current NDEB DSCKE candidate, you must provide your corresponding identification number in the correct section prior to submitting your application. This information cannot be submitted after this point.

https://ndeb-na.brighttrac.com/register

About the NDEB English

**NDEB** The National Dental Examining Board of Canada  
**BNED** Le Bureau national d'examen dentaire du Canada

**Graduates of Non-Accredited Dental Programs Equivalency Process Login**

Please do not create multiple profiles

Already have an application? [Click here to login](#)

\*Please select one of the following:

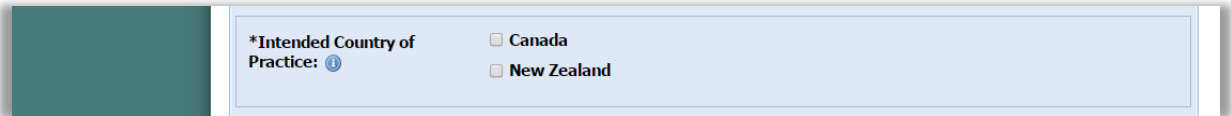
- New Applicant**
- DSCKE Candidate**
- Active ODQ Candidate**

If you are a candidate from one of the above associations please select appropriately. You will NOT be able to provide this information after submission of your application.

# Instructions

6. Select your intended country of practice.

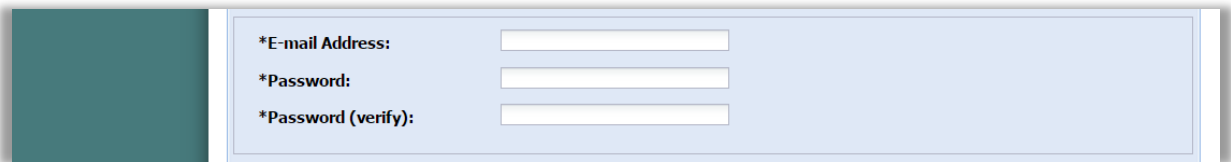
Successful completion of the NDEB Equivalency Process allows participants eligibility to register for the NDEB certification examinations for licensure in Canada and/or apply for registration with the Dental Council - New Zealand to practice dentistry in New Zealand.



A screenshot of a web form titled '\*Intended Country of Practice: ⓘ'. It contains two radio button options: 'Canada' and 'New Zealand'. The 'New Zealand' option is selected.

7. Entre a valid email address and secure password.

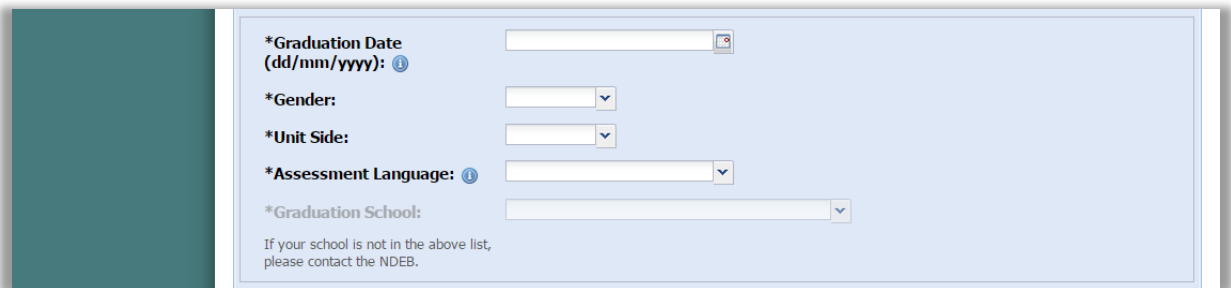
Write down the email address used and selected password. This will be your login information to access your online profile.



A screenshot of a web form with three input fields: '\*E-mail Address:', '\*Password:', and '\*Password (verify):'. Each field has a corresponding text input box.

8. Enter information in all required fields and select the school from which you received your final dental diploma.

If the university that issued your dental diploma is not listed in the drop down menu, you will not be able to continue with your application. You must send an email to [info@ndeb-bned.ca](mailto:info@ndeb-bned.ca) requesting that the dental program and university be verified.



A screenshot of a web form with several fields: '\*Graduation Date (dd/mm/yyyy): ⓘ' (text input), '\*Gender:' (dropdown), '\*Unit Side:' (dropdown), '\*Assessment Language: ⓘ' (dropdown), and '\*Graduation School:' (dropdown). Below the dropdowns, there is a note: 'If your school is not in the above list, please contact the NDEB.'

# Instructions

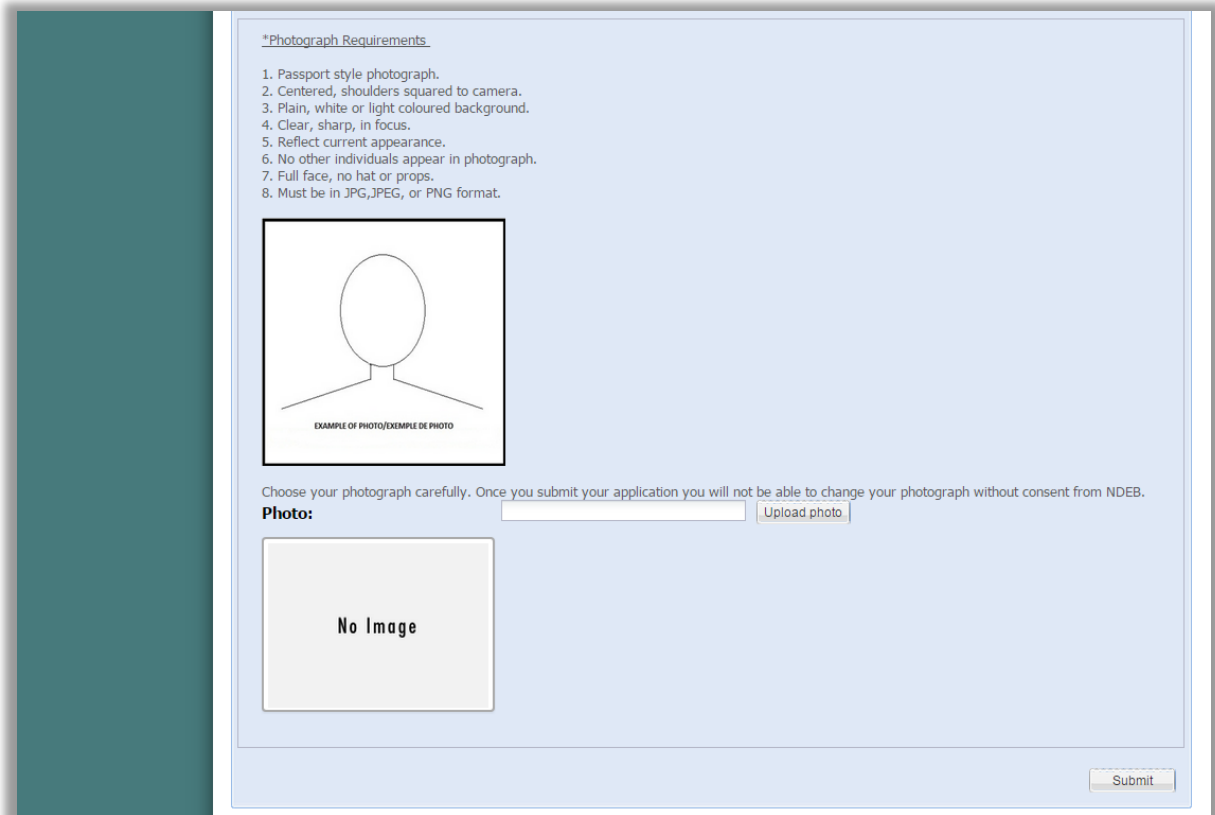
9. Enter your information in all required fields of the online application. Ensure that the First Name, Middle Name, and Last Name you provide here are the exact same as on your valid government issued, photo identification.



A screenshot of an online application form. The form is light blue with a dark teal sidebar on the left. It contains several input fields, each preceded by an asterisk to indicate it is a required field. The fields are: \*First Name, Middle Name, \*Last Name(s), \*Phone, \*Address, Address, \*City, \*Province/State, \*Postal/Zip Code, and \*Country. The Country field is a dropdown menu.

\*Required fields

10. At the bottom of the page, upload a recent photo. The photograph selected must meet the requirements as shown above the sample photo.



A screenshot of the photo upload section of the application form. It features a section titled "\*Photograph Requirements" with a list of eight rules. Below the list is a placeholder image of a person's head and shoulders, labeled "EXAMPLE OF PHOTO/EXEMPLE DE PHOTO". Underneath, there is a text box for the photo name, an "Upload photo" button, and a larger placeholder box labeled "No Image". A "Submit" button is located at the bottom right of the form.

\*Photograph Requirements

1. Passport style photograph.
2. Centered, shoulders squared to camera.
3. Plain, white or light coloured background.
4. Clear, sharp, in focus.
5. Reflect current appearance.
6. No other individuals appear in photograph.
7. Full face, no hat or props.
8. Must be in JPG, JPEG, or PNG format.

Choose your photograph carefully. Once you submit your application you will not be able to change your photograph without consent from NDEB.

Photo:

No Image

# Instructions

- Once your photograph has been uploaded, you will be directed to pay the application fee by credit card. This fee is payable only once and is non-refundable.

When entering your address for the credit card payment, it must be entered the same as it appears on your credit card statement.

The screenshot shows the NDEB/BNED website interface. At the top, there is a navigation menu with links for 'About the NDEB', 'English/Français', 'Terms of Use', and 'Contact Us'. Below this, a user is logged in as 'Welcome NDEB!' with a 'Logout' button. The main navigation bar includes 'Dashboard', 'Profile' (selected), 'Register', 'My Assessments', 'Information', 'Results', and 'Other Services'. The 'Current Charges' section displays a table with one entry: 'Application fee' for \$950.00 on October 07, 2015. A total amount of \$950.00 Canadian Dollars is shown. A note states that payments must be received within 4 hours. A warning message indicates that the payment screen does not recognize special characters, including French accents. Below this, there are 'Terms and Conditions' and a 'Submit Payment' button.

Date Charged	Description	Amount
October 07, 2015 11:04:01	Application fee	\$950.0

Total amount that will be charged: **\$950.00 Canadian Dollars**

Payments must be received within 4 hours of application or registration. If payment is not received your application/registration will be cancelled.

The payment screen currently does not recognize special characters, including French accents. These should not be used when completing the name and address fields.

Terms and Conditions:  
I have read, understand and agree to the [Terms and Conditions](#) - Online Submissions for the NDEB Equivalency Process.

Please enter card information:

\*Name

\*Phone

\*Credit Card Type  
 visa  
 mastercard

\*Credit Card #

\*Security Code

\*Expiration Month (MM)

\*Expiration Year (YYYY)

\*Address  
Address

\*City

\*Province/State

\*Postal/Zip Code

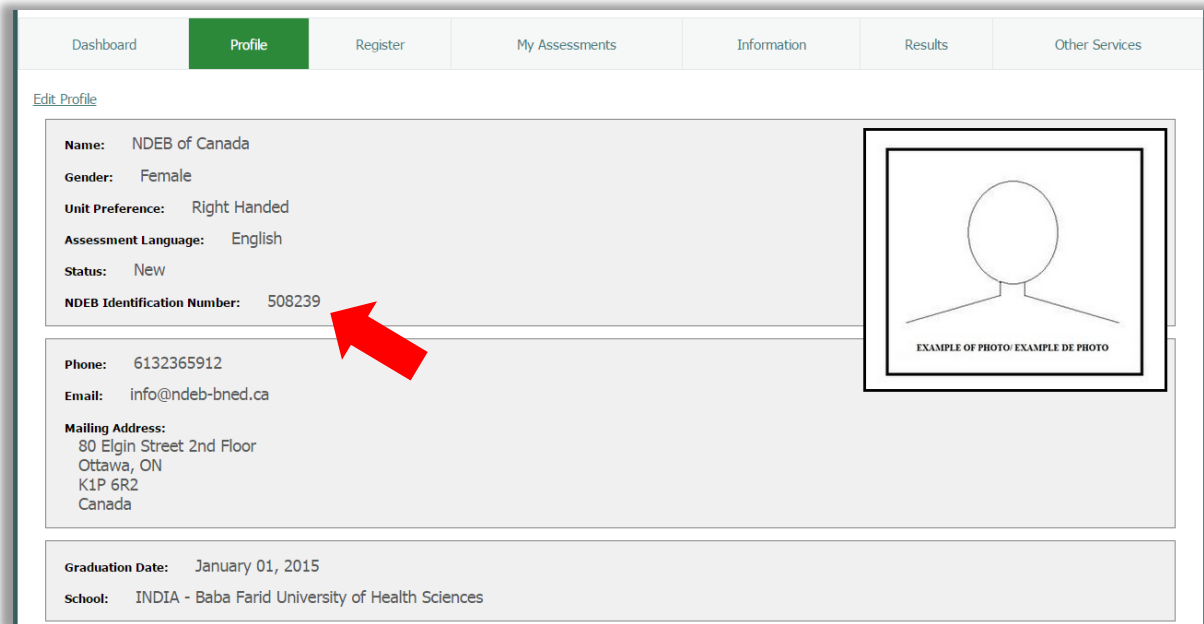
\*Country

Canadian Province or Territory	Code
<b>Alberta</b>	AB
<b>British Columbia</b>	BC
<b>Manitoba</b>	MB
<b>New Brunswick</b>	NB
<b>Newfoundland and Labrador</b>	NFL
<b>Nova Scotia</b>	NS
<b>Northwest Territories</b>	NT
<b>Nunavut</b>	NV
<b>Ontario</b>	ON
<b>Prince Edward Island</b>	PE
<b>Quebec</b>	QC
<b>Saskatchewan</b>	SK
<b>Yukon Territories</b>	YT



# Instructions

12. After submitting the payment, you will be directed to your NDEB Profile. On this page you must:
- verify that the information provided is correct
  - write down your NDEB Identification Number. This number must be provided in all future correspondence with the NDEB.



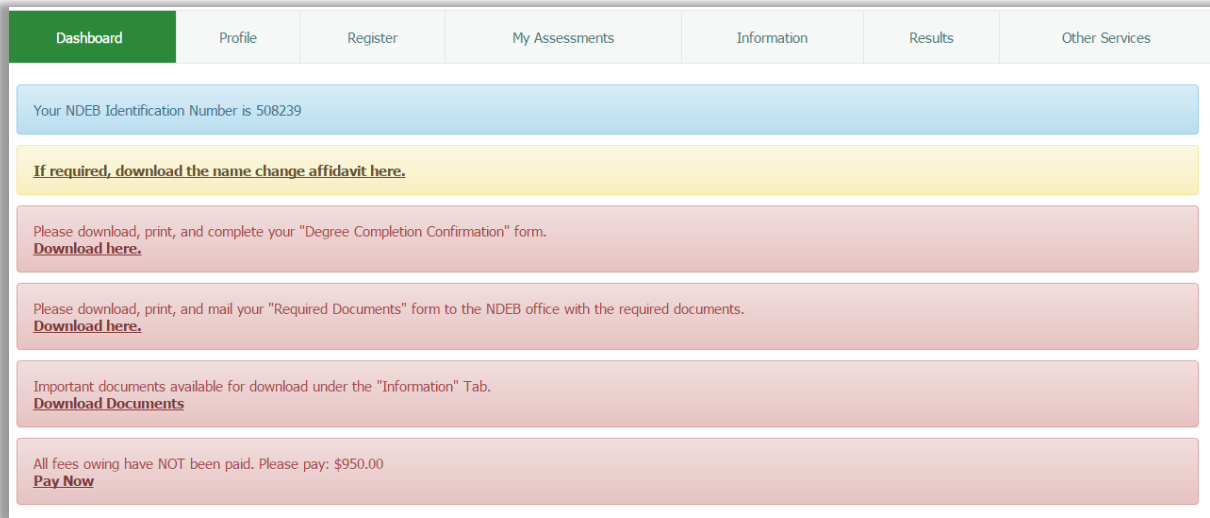
The screenshot displays the NDEB Profile page with a navigation menu at the top containing: Dashboard, Profile (highlighted), Register, My Assessments, Information, Results, and Other Services. Below the menu is an "Edit Profile" link. The profile information is organized into three sections:

- Personal Information:** Name: NDEB of Canada, Gender: Female, Unit Preference: Right Handed, Assessment Language: English, Status: New, NDEB Identification Number: 508239. A red arrow points to the identification number.
- Contact Information:** Phone: 6132365912, Email: info@ndeb-bned.ca, Mailing Address: 80 Elgin Street 2nd Floor, Ottawa, ON, K1P 6R2, Canada.
- Education:** Graduation Date: January 01, 2015, School: INDIA - Baba Farid University of Health Sciences.

On the right side, there is a placeholder for a photo, showing a simple outline of a person's head and shoulders with the text "EXAMPLE OF PHOTO: EXAMPLE DE PHOTO" below it.

## Submitting required documents

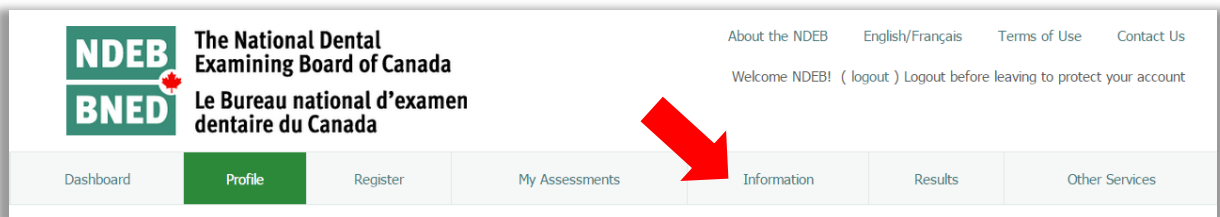
1. Select the tab "Dashboard". There you will be able to download the Required Documents form and the Degree Completion Confirmation Form. Please ensure that you read all documents thoroughly. You are now ready to mail in your documents.



The screenshot shows a user dashboard with a navigation bar at the top containing tabs: Dashboard (highlighted in green), Profile, Register, My Assessments, Information, Results, and Other Services. Below the navigation bar, there are several notification boxes:

- A light blue box stating: "Your NDEB Identification Number is 508239".
- A yellow box with the text: "If required, download the name change affidavit here."
- A pink box with the text: "Please download, print, and complete your 'Degree Completion Confirmation' form. [Download here.](#)"
- A pink box with the text: "Please download, print, and mail your 'Required Documents' form to the NDEB office with the required documents. [Download here.](#)"
- A pink box with the text: "Important documents available for download under the 'Information' Tab. [Download Documents](#)"
- A pink box with the text: "All fees owing have NOT been paid. Please pay: \$950.00 [Pay Now](#)"

2. Check your online profile regularly to view your application status.
3. You will receive an email when your application is approved. At this time you can register for an available assessment.
4. Check your email regularly for notifications regarding important documentation posted on your online profile. Important documentation such as assessment protocols, and NDEB By-laws and Policies can be found under the "Information" tab on your online profile.



The screenshot shows the top of the NDEB website. On the left is the logo for NDEB (The National Dental Examining Board of Canada) and BNED (Le Bureau national d'examen dentaire du Canada). On the right, there are links for "About the NDEB", "English/Français", "Terms of Use", and "Contact Us". Below these links, it says "Welcome NDEB! ( logout ) Logout before leaving to protect your account". At the bottom is a navigation bar with tabs: Dashboard, Profile (highlighted in green), Register, My Assessments, Information (indicated by a red arrow), Results, and Other Services.

# Instructions

5. Receipt of documents can be confirmed by sending your documents by courier or registered mail, or by viewing "Application Verification" under the "Profile" tab.

Dashboard	<b>Profile</b>	Register	My Assessments	Information	Results	Other Services
-----------	----------------	----------	----------------	-------------	---------	----------------

## Application Verification

Document	Status	Status Updated
<a href="#">Photo</a>	Received	<a href="#">Upload</a>
Identification	Not Received	
Confirmation of Degree Completion Form	Not Received	
Dental Degree	Not Received	
Translated Dental Degree	Not Received	
Academic Record	Not Received	
Translated Academic Record	Not Received	
Internship Completion	Not Received	
Translated Internship Completion	Not Received	
Name Change	Not Received	
Translated Name Change	Not Received	