

# NDSE

## Application Eligibility and Required Documents

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Subject to change



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# Contents

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Application Eligibility.....	3
Verification of Academic Credentials .....	4
Eligibility to write the NDSE .....	4
Documents to be submitted by the applicant .....	4
NDSE Required Documents Form .....	4
Government issued photo identification.....	4
Difference in name .....	5
Changing your name .....	5
Proof of DDS/DMD Program .....	5
Obtaining an NDSE Certificate .....	6
Documents to be sent directly to the NDEB by the university .....	6
DSATP Program in Canada or Residency Programs in the United States .....	6
Definitions.....	7
Legal Name .....	7
Notarizing Documents .....	7
Translating Documents .....	7
Disclosure .....	9
Consent .....	9

## Application Eligibility

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To be eligible to apply for the National Dental Specialty Examination (NDSE), you must have a DDS/DMD degree or the equivalent and be enrolled in or have completed a dental specialty program that

1. is recognized as a specialty within Canada,
2. is accredited by CDAC or CODA,
3. meets the eligibility requirements in accordance with the [NDEB By-laws](#),
4. is affiliated with a University that is sanctioned by government to award degrees, and
5. is the following minimum duration:

Accredited Specialty Program	Program Duration <sup>1</sup>
Dental Public Health	2 years
Orthodontics	2 years
Endodontics	2 years
Pediatric Dentistry	2 years
Oral and Maxillofacial Radiology <sup>2</sup>	3 years
Periodontics	3 years
Oral and Maxillofacial Surgery	4 years
Prosthodontics	3 years
Oral Medicine <sup>3</sup> /Oral Pathology <sup>4</sup>	4 years

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

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<sup>1</sup> Full-time consecutive academic years

<sup>2</sup> Including 2 consecutive years of clinical education

<sup>3</sup> Oral Medicine only programs from the United States are not accepted. However, Oral Medicine became a specialty in January 2020; therefore, soon graduates will have completed an accredited program.

<sup>4</sup> A program in either oral medicine or oral pathology, must be a minimum of three (3) consecutive academic years.

## Verification of Academic Credentials

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After submission of your application and payment for the NDSE through the online portal, you must have your academic credentials verified prior to taking the examination. Verification is completed in two parts.

1. Verification of your academic credentials and your identity, for eligibility to participate in the NDSE. You must submit the documents outlined under the “Eligibility to Write the NDSE” section below.
2. Verification of program completion in accordance with the NDEB By-laws for certification eligibility. You must submit the documents outlined under the “NDSE Certification” section of this document to be eligible for certification.

All documents must meet the criteria outlined in the definitions section of this document. If the documents submitted are not originally issued in English or French, you must also submit an accurate, word-for-word translation of the document.

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

## Eligibility to write the NDSE

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Documents must be received by the NDEB office no later than 10 business days after the application deadline date.

The NDEB will contact the institution directly to authenticate your graduation information. The institution will be asked to confirm the information directly with the NDEB at least 15 days prior to the examination date. A letter of completion requested by the applicant is not accepted in place of this process. If these timelines are not met, you will be withdrawn from the examination and withdrawal fees will be applied.

### Documents to be submitted by the applicant

#### NDSE Required Documents Form

The form on the final page of this document must be completed and submitted with your required documents.

#### Government issued photo identification

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

Acceptable forms of ID are:

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

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
- 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
- issued by a federal, provincial/territorial/state, or municipal authority

### Difference in name

If your current legal name is different than the name that appears on any of your documents or your online profile, you must submit one of the following:

- 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.

The document must include:

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

### 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.

### Proof of DDS/DMD Program

To confirm you have a university degree in dentistry of at least four years, you must submit one of the following:

Graduates of Accredited General Dentistry Programs:

- Your NDEB Certificate Number

OR

- A notarized photocopy of your academic record. 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.  
An 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 (i.e. a transcript of marks).

Graduates of Non-accredited General Dentistry Programs:

- A notarized photocopy of your 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). 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.

OR

- Your Equivalency Process identification number if you have an approved application.

## Obtaining an NDSE Certificate

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Proof of graduation is required to receive an NDSE certificate. Additionally, your graduation date/expected graduation date will be verified directly with the institution you have selected during application.

### Documents to be sent directly to the NDEB by the university

You must request that an original official academic record (transcript of marks) from the dental specialty programs be sent directly to the NDEB by the university in a sealed envelope upon receipt of your academic credential. The final academic record must include:

- a list of courses taken with the corresponding results,
- the name of the academic credential awarded,
- the start date,
- the date your program was completed, and
- the date the academic credential was awarded to you.
- The graduation date.

An interim academic record will not include the date of conferral and is not acceptable.

### DSATP Program in Canada or Residency Programs in the United States

If a program does not grant a degree and there is no official academic record (transcript of marks), an original letter must be received directly from the Program Director. The letter must confirm:

- the name of the academic credential awarded,
- the residency start date,
- the residency completion date, and
- the date the academic credential was awarded to you.

## Definitions

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### 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.
- 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. Generally, the certificate should be stapled behind the signature page. This ensures the notarization will be performed correctly and helps prevent someone from fraudulently attaching a "loose certificate" to another 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. In Canada, Associate Members and Candidates of the translation associations are not certified.

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 is done by or is attested by a school official, or a notarized photocopy of a translation.

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

## NDSE Required Documents Form

Legal Name:

NDEB ID Number:

Carefully read, sign, and submit this page with your documents. This form and the documents must be received **no later than 10 business days** after the application deadline.

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:

- The NDSE Required Documents Form, signed and dated
- Notarized photocopy of valid government issued photo identification
- Proof of name change or difference in name, if required
- Proof of DDS/DMD Program

Documents to be submitted to the NDEB by the university:

- Proof of graduation

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 NDSE.

Previous NDEB Identification number or NDEB Certificate number: \_\_\_\_\_

### 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 **only** 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 by a Dental Licensing or Regulatory Authority.
- 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 examinations.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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