

# **DENTURIST LICENSING BOARD OF NOVA SCOTIA**

## *Policies and Procedures*

<b>DATE APPROVED:</b> November 11, 2019	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> April 30, 2021	<b>AUTHORITY:</b> <i>Denturists Act</i> , section 13(1)

### **POLICY TITLE:** Documentation of Qualifications

#### **INTENT**

The Board fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. In keeping with the Fair Registration Practices Act, the Board makes registration requirements publicly available. This policy outlines the documents that must accompany all applications for new registration.

#### **POLICY STATEMENT**

To ensure that the public receives competent, effective, and ethical denture services, applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure documentation is genuine, some documents must be sent directly to the Board by the issuing body.

New applications may fall under one of three streams: new Canadian-trained applicants, internationally-trained applicants, or applicants from other Canadian jurisdictions under the Canadian Free Trade Agreement.

#### **POLICY DIRECTIVES**

##### *Applicants not yet registered in Canada*

The following documents must accompany an application form submitted by a new Canadian or internationally trained applicant:

1. Transcript showing successful completion of a diploma in Denturism;
  - Canadian-trained applicants must arrange to have original transcripts sent directly from their university;
  - Internationally-trained applicants must submit their credentials for assessment by an Organization appointed by the Board, currently WES (World Education Services).
2. Successful completion of Nova Scotia Provincial Denturism Exam with a minimum score of 70%.

### 3. Proof of Identity

- A notarized passport photo;
- If any of your documentation is under a previous name, you must include an official document that verifies your name change.

### 4. Eligibility to work in Canada

- Applicants must submit a copy of one of the following:
  - Canadian birth certificate;
  - Canadian passport;
  - Proof of landed immigrant resident status; or
  - Valid work permit.
- Documents may be provided as a paper copy, fax, or electronically as a PDF.

### 5. Language fluency

- Applicants who received their denturism training at a Canadian university are exempt from this requirement;
- Applicants who received their denturism training at a university outside of Canada must provide:
  - A signed letter from the educational institution where their denturist program was completed stating that the language of instruction and clinical placement were in English or French; or
  - A copy of language testing results demonstrating that the applicant has achieved a Canadian Language Benchmark Level 7 or equivalent benchmark from another agency
- Documentation must be sent directly to the Board by the institution/agency by hardcopy original, fax or electronically as a PDF.

### 6. Professional liability insurance

- For further information on professional liability insurance requirements, please review the DLBNS Professional Liability Insurance Policy.
- Applicants must provide a copy of insurance certificate if you have purchased private liability insurance. Documents may be provided as a copy, fax or electronically as a PDF

### 7. A criminal background check dated within the last six months.

*CFTA transfer applicants (Applicants already licensed in another Canadian jurisdiction)*

Applicants that are already licensed denturists in another Canadian jurisdiction must submit the following documents with a completed application form:

1. Letter of good standing from the denturism regulator in the province or territory where the applicant currently holds a license to practice
2. Proof of professional liability insurance  
For further information on professional liability insurance requirements, please review the DLBNS Professional Liability Insurance Policy. Applicants must provide a copy of insurance certificate if you have purchased private liability insurance. Documents may be provided as a copy, fax or electronically as a PDF
3. A criminal background check dated within the past six months.

*Where required documentation cannot be obtained*

If required documents cannot be obtained for reasons beyond the applicant's control, applicants are directed to contact the Registrar to discuss alternative documentation that may be accepted.

#### **OUTCOME**

1. Applicant has supplied all required documentations and the Board is able to assess eligibility for registration; or
2. Documentation is insufficient and the Board may request additional documentation from the applicant to support the applications.