



Provincial Dental Board of Nova Scotia
103-210 Waterfront Drive
Bedford, Nova Scotia B4A 0H3

Dental Assistant –
Already or previously
licensed in Canada
APPLICATION CHECKLIST

You will be required to upload the following documents within your online application for registration and licensing:

- A passport-style photo taken within the previous 12 months
- Verification (receipt) of active membership in the Nova Scotia Dental Assistants' Association (Contact: Ms. Lynda Foran at 902-405-1122 or www.nsdAA.ca)
- Two written character references from non-family members who have known you for the past four years. The reference letters must:
 - be signed,
 - be dated,
 - indicate how long the person has known you; and
 - have been written within the past 12 months
- A Vulnerable Sector Search and a Criminal Record Check (performed within the previous 12 months)
- Verification of your current certification in CPR/BLS (must be an in-person hands-on course from a recognized provider)
- Translation of documents (if applicable)

You must request that a Certificate of Standing be sent directly to our office from every jurisdiction where you are currently licensed.

If you are not currently licensed, you must:

- request that a Certificate of Standing be sent directly to our office from the last jurisdiction where you were licensed, and
- provide a letter from your last employer verifying continual practice (defined as having practised Level II dental assisting skills for a minimum of 900 hours in the preceding 5 years).

An applicant who has not met the continual practice requirement will be required to pass the Clinical Practice Evaluation (CPE) administered by the [National Dental Assisting Examining Board \(NDAEB\)](#). (Individuals who do not already have an NDAEB certificate will be required to pass the Written Exam prior to registration for the CPE as per NDAEB policies).

(Continued on page 2)

Once your application has been approved, you will be required to pay the following non-refundable fee through our online portal:

- \$309 annual license fee (May 1 – April 30)
(The license fee is reduced to \$155 if licensing after October 31.)
- Note that the \$65 application fee and the \$65 initial registration fee are waived in compliance with the [Nova Scotia Patient Access to Care Act](#).

Also, please note the following:

- **If you do not have all your documents on hand, you may begin your online application, save it, and return to the application at a later time.**
- **Applications will be deleted from our system if not completed within 3 months. After that time, applicants will be required to restart their application process.**
- **By submitting an application, you consent to the Registrar or PDBNS staff obtaining clarification of documents as deemed necessary.**
- **Information on [certifying documents](#) can be found on our website under the applicants tab.**