



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

**General Dentist – First
Application for a license 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
- A copy of your National Dental Examining Board of Canada (NDEB) general dentistry certificate
- A certified photocopy of your graduation certificate from a dental program accredited by the:
 - Commission on Dental Accreditation of Canada (CDAC),
 - American Dental Association Commission on Dental Accreditation (CODA),
 - Australian Dental Council (ADC),
 - Dental Council of New Zealand (DCNZ), or
 - Irish Dental Council.
- A letter from the Dean verifying your graduation from the dental program
- A certified copy of your Canadian birth certificate, Canadian citizenship card, or proof of permanent Canadian residency status

If an applicant is not a Canadian citizen or permanent resident of Canada, the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Citizenship and Immigration Canada which permits them to engage in the practice of dentistry in Canada.

- Verification (receipt) of active membership in the Nova Scotia Dental Association (Please contact the NSDA at 902-420-0088)
- Verification of malpractice insurance through CDSPI - minimum of \$ 3 million coverage
- A letter from employer(s) or a signed affidavit verifying continual practice defined as a minimum of 450 hours within the last three years preceding the date of application (**Applicable only if not a new graduate**)
- A Vulnerable Sector Search and a Criminal Record Check (performed within the previous 12 months)

- 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
- 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)

When you submit your application, you will be sent an email asking you to pay a non-refundable application fee of \$100, through our online portal, after which time your application will be reviewed.

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

- \$100 initial registration fee
- \$1502 annual license fee (December 1 – November 30)

(Note that the license fee is reduced to \$751 if licensing after May 31.)

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.**
- **If you are currently or have previously been licensed in another jurisdiction, you must request that a Certificate of Standing be sent directly to our office from each of those jurisdictions.**
- **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.**