



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

**General Dentist - Already
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 Association (Please contact the NSDA at 902-420-0088)
- Verification of malpractice insurance through CDSPI - minimum of \$3 million coverage
- 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)

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

- \$1502 annual license fee (December 1 – November 30)
The license fee is reduced to \$751 if licensing after May 31.
- Note that the \$100 application fee and the \$100 initial registration fee are waived in compliance with the [Nova Scotia Patient Access to Care Act](#).

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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.**