



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

**General Dentist**  
**REQUIREMENT CHECKLIST**

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**Please submit this checklist with your application.**

- ☐ A completed Application Form, signed by a Commissioner of Oaths, with an attached passport-quality photo.
- ☐ A copy of your National Dental Examining Board (NDEB) certificate.
- ☐ A certified photocopy of your graduation certificate from a dental program accredited by the Commission on Dental Accreditation of Canada, or the American Dental Association Commission on Dental Accreditation. (See website for additional info on Australia, New Zealand and Ireland).
- ☐ A letter from the Dean certifying your graduation from the dental program.
- ☐ A certified copy of your Canadian birth certificate, or Canadian citizenship card or proof of permanent Canadian residency status.

(If an applicant is not a Canadian citizen or permanent resident of Canada then 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).

- ☐ A Certificate of Good Standing from every jurisdiction in which you are currently or have been previously licensed. (if applicable)
- ☐ Verification (receipt) of active membership in the Nova Scotia Dental Association (please contact the NSDA: 902-420-0088), copy of your paid receipt
- ☐ Verification of malpractice insurance through CDSPI - minimum of \$ 3 million coverage.
- ☐ (Applicable if not a new graduate only) Proof - letter from employer or signed affidavit- of continual practice defined as a minimum of 450 hours within the last three years preceding the date of application.
- ☐ A Vulnerable Sector Search and a Criminal Record Check (Performed within the previous 12 months)

- ☐ Two written / signed and dated character references from non-family members who have known you for the past four years.
- ☐ Translation of documents. (if applicable)
- ☐ Payment of appropriate fees by Visa, Mastercard, debit, cheque, or money order to the Provincial Dental Board of Nova Scotia:
  - \$ 100.00 Initial registration fee
  - \$ 1,431.00 Annual license fee (December 1 - November 30th)
  - \$ 572.50 if licensing after June 1st of any given year.

I give permission for the PDB to obtain clarification of documents if deemed necessary.

Yes ☐      No ☐

**FAILURE TO PROVIDE A COMPLETE APPLICATION AND ALL REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED TO THE APPLICANT.**