



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

Specialist – First application
for a dental 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 certified photocopy of your graduate / post graduate degree, diploma or certificate in a specialty recognized by the Board from a post secondary educational institution in Canada or the United States whose specialty program is or has been accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation.
- Confirmation of successful completion of the National Dental Specialty Examination (NDSE) administered by the Royal College of Dentists of Canada (RCDC) [or the National Dental Examining Board of Canada (NDEB) from 2020 through 2023].
- A certified copy of 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 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 in.
- Verification (receipt) of active membership in the Nova Scotia Dental Association (Please contact the NSDA at 902-420-0088)
- Verification of your current certification in CPR/BLS (must be an in-person hands-on course from a recognized provider)
- 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)
- 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**)
- 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

- Translation of documents (if applicable)

If you obtained your undergraduate dental education (e.g., DDS/DMD) from a 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

you must upload the following documents:

- A certified copy of graduation certificate from your undergraduate dental program.
- A letter from the Dean verifying your graduation from the dental program.
- A copy of your National Dental Examining Board (NDEB) certificate.

Applicants who do not have the NDEB general dentistry certificate but have the NDSE certificate would, upon successful registration, be issued a **Specialty Certificate Limited to that specialty**.

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.**
- **Please note that 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.**