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

Specialist 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.

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.**