

<b>Policy title</b>	Already Licensed in Another Canadian Jurisdiction—Dental Specialist		
<b>Category</b>	Registration	<b>Policy number</b>	004
<b>Primary contact</b>	College registrar	<b>Date established</b>	September 25, 2024
<b>Approved by</b>	PEIDC Council	<b>Next review</b>	September 2026

## Introduction

---

To practice dentistry in Prince Edward Island, all applicants must be registered and licensed by the Prince Edward Island Dental College (PEIDC, the College). This policy outlines the steps and requirements when **applying for a dental licence as a Dental Specialist already licensed in another Canadian jurisdiction.**

The College maintains the specialty dentistry register in an online registration system, where all applicants must have an account. The registrar will issue a licence only when the applicant provides all mandatory information and supporting documents and meets all requirements. Applicants cannot begin to practise without a licence.

## Definitions

---

In this policy:

**Applicant** is the person applying for a licence to practice specialty dentistry in Prince Edward Island and is already registered in another Canadian jurisdiction.

**Registrar** is the person mandated by the Council of the College to maintain the dentistry register.

**HMS** (Human Management System, the system) is the online application used to manage the dentistry register.

**Member** is the person who has an account in the HMS.

## 1 Application Process

---

### 1.1 Starting the application process

To start the application process, you must first create an online account in the HMS by filling out and submitting a registration form with your basic information and pay the non-refundable application fee. The payment instructions will be on the screen.

After the registrar acknowledges the application fee payment, the system will send a notification with further instructions to the email address you provided in the registration form.

You will now be able to log into your HMS account with the email address you provided and the password you set up in the registration form.

By creating an HMS account, you consent to the registrar or PEIDC staff obtaining clarification of documents or provided information as deemed necessary.

### 1.2 Supplying required information and documents

To continue the application process, you must log into your HMS account and complete your member profile:

- a. Fill out all mandatory information
- b. Upload all mandatory documents
- c. Sign legal statements
- d. Pay the registration fee

## 2 Mandatory information

---

Your member profile will have several sections. You must fill out all mandatory information in all sections.

Mandatory fields will be marked as required with this symbol: \*

## 3 Required documents

---

You must submit all required documents in an electronic format in the respective sections of your member profile, unless otherwise specified.

**Certificates of Standing and Letters of Good Standing are valid for eight (8) weeks from the date of issuance and must be sent directly to the Prince Edward Island Dental College from the regulatory body from each jurisdiction in which you are or were registered. The registrar will not accept Certificates of Standing and Letters of Good Standing sent by an applicant.**

For the purpose of labour mobility under the Canadian Free Trade Agreement (CFTA), if you hold a non-restricted licence from another Canadian jurisdiction obtained before July 1, 2001, and do not hold a National Dental Examining Board of Canada certificate, you will be recognized as holding a qualification equivalent to a National Dental Examining Board of Canada certificate.

The following documents are required:

### 3.1 Proof of identity

You must upload the following items to prove your identity:

#### 3.1.1 Canadian citizens and permanent residents:

- a. A passport-style photo of yourself taken within the previous 12 months
- b. A notarized or certified copy of a passport, birth certificate, citizenship card or proof of permanent residency status, or a notarized or certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits you to engage in the practice of dentistry in Canada

### 3.2 Proof of completed education and required certification

#### 3.2.1 You must provide:

- a. Professional education and certification—notarized or certified copies of degrees or diplomas earned

#### 3.2.2 The respective regulatory bodies from jurisdictions where you are currently registered or were previously registered must provide directly to the registrar:

- a. A Certificate of Standing **from each Canadian province** where you are or were registered, **and/or**
- b. A Letter of Good Standing **from each Canadian territory** where you are or were or are registered, **and**
- c. If applicable, a Letter of Good Standing from **each jurisdiction** where you are or were registered outside of Canada.

### 3.2.3 Additional required certification—CPR/BLS

All dental specialists practising in PEI must hold a CPR/BLS certification from an in-person hands-on course by a provider recognized by the Council.

You must upload:

- a. Your current CPR/BLS certificate

### 3.3 Proof of professional liability insurance

All dental specialists practising in PEI must hold or be covered by a professional liability insurance that provides protection of \$5 million per claim or occurrence and an aggregate limit of no less than \$5 million. To prove you are covered, you must upload:

- a. Certificate of professional liability insurance

### 3.4 Proof of personal integrity and clean record

In this member profile section, you must upload:

- 3.4.1 A Vulnerable Sector Search and a Criminal Record Check document (the search must be performed, and the document dated within the previous twelve (12) months)
- 3.4.2 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.

## 4 Legal statements

---

In the legal section of your member profile, there will be a series of statements to which you must agree as part of your application. You must check that you read and understood each of the statements and sign your full legal name.

## 5 Payment of fees

---

After you have filled out all mandatory information, submitted required documents, and signed the legal statements in your HMS member profile, you must pay the registration fee.

The fee schedule will be posted on the PEIDC public website and included in the College bylaws. The College registration cycle is from April 1 to March 31. If you are applying after September 30, the fee will be prorated for partial year registration.

## 6 Application expiry

---

If your application is not completed within three (3) months from the moment of initial registration, your profile will be deleted from the HMS. If your application expires, you will have to restart the application process.

## 7 Licensing process

---

### 7.1 Application review

The registrar will review the information you submitted in your HMS member profile and supporting documentation.

If necessary, the registrar will contact you to schedule an appointment and discuss your application.

In circumstances where the registrar needs to obtain additional information, the registration process will require additional time to complete.

### 7.2 Completion of registration

If you meet all licensing requirements, the registrar will activate your registration and will be entered into the specialty registry register and issued a licence to practise. Your licence, as well as your official receipts, will be available within your HMS member profile.

### 7.3 Refusal of registration

If you have not met all registration requirements, the registrar will decline your application.

Revision History		
Date	Note	Approved by
September 25, 2024	Policy established	PEIDC Council