

Dental Assistant – First Application for a license in PEI

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 **notarized or certified** copy of your Canadian passport, 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, 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 dental assisting in Canada.

A **notarized or certified** copy of your graduation certificate from a dental assisting program accredited by the Commission on Dental Accreditation of Canada (CDAC), or the American Dental Association Commission on Dental Accreditation (CODA)

A letter from your school verifying your graduation from a dental assisting program

A copy of your National Dental Assistants Examining Board (NDAEB) certificate.

If you do not yet have an NDAEB certificate, you will be issued a Conditional License and you will have one year from your date of licensure to successfully complete the NDAEB exam and submit a copy of your certificate to the PEIDC. If you do not submit a copy of your NDAEB certificate within one year, your name will be struck from the dental assistants' register and your employer will be notified. Dental assistants with a conditional license are permitted to perform all the duties in the scope of practice for dental assistants.

Verification of your current certification in CPR/BLS (must be an in-person hands-on course from a recognized provider)

Certificate of PLI (professional liability insurance)

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

Translation of documents (if applicable)

Letter of good standing (if licensed in another province)

*If you are currently or were previously licensed in another province, you must request a letter of good standing be sent directly to the PEIDC office from the last jurisdiction where you were licensed **or** provide a letter from your last employer verifying currency of your professional knowledge and skills as defined in the dental assistant regulations.*



902-628-8156



www.peidc.ca
info@peidc.ca



Prince Edward Island Dental College
184 Belvedere Avenue
Charlottetown PEI C1A 2Z1