INITIAL REGISTRATION GUIDE

The College of Denturists of Ontario is the body that regulates the practice of denturism in the Province of Ontario. The mission of the College is “To regulate and govern the profession of denturism in the public interest”. The College operates under the authority of the Regulated Health Professions Act (RHPA) and the Denturism Act, 1991.

The College is not an educational institution; it is a regulatory body that ensures that all Ontarians receive safe, effective and ethical care.

Only individuals who are registered with the College of Denturists of Ontario can practice denturism or use the title “Denturist”. It is illegal to use this title in Ontario, if you do not hold a current certificate of registration with the College of Denturists of Ontario. The provision of denturist services in Ontario is a controlled act. For further clarifications of a controlled act and other definitions, please refer to sections 27 – 34 of the RHPA.

THE REGISTRATION PROCESS

1. ASSESSMENT
All applications for registration must pass through a review process. If the Registrar feels that the application does not meet all requirements for registration, he/she will refer it to the Registration Committee for review. The Committee is made up of members of the denturist profession and public appointees to the Council of the College. The Registration Committee will inform you in writing of its decision regarding your application. You may be required to provide additional information regarding your qualifications or to complete additional studies in order to become eligible to sit the College’s qualifying examination.

A. APPLICATION FORM
All questions must be answered on your application form, and substantiated with ORIGINAL DOCUMENTS OR NOTARIZED COPIES. Your application will not be considered until all information is received and the Registrar will not initiate the next step or may even reject the application on the grounds that it is incomplete.

The applicant must initiate the qualifying examination, as set by the Qualifying Examination & Curriculum Committee, on the first available opportunity of the date of the application form being signed, and must continue to be actively engaged in the examination process until successful completion, or the application will expire.

A non-refundable application fee in the amount of $175.00 + $22.75(HST) = $197.75, must accompany the completed application form. Payment can be made by Visa, MasterCard, certified cheque, or money order, made payable to the College of Denturists of Ontario.
B. WORK STATUS REQUIREMENTS
An applicant must be a Canadian citizen or a permanent resident of Canada or have an authorization under the Immigration Act (Canada) consistent with her or his proposed certificate of registration. Applicants must submit AN ORIGINAL OR A NOTARIZED COPY of proof of citizenship or permanent resident status or work authorization to engage in the practice of denturism in Canada.

C. EDUCATIONAL REQUIREMENTS
To be eligible to attempt the College’s qualifying examination, an applicant must have a diploma in denture therapy or denturism from George Brown College or any other institution that, in the opinion of the Registration Committee, issues an equivalent diploma or degree. A diploma or degree is equivalent if it offers courses in the areas listed in the College’s Registration Regulation Schedule.

A NOTARIZED COPY of your diploma must be provided with complete official transcripts from your college or university. Applicants who graduated from a denturist program outside of Canada must submit with their application, a Comprehensive Credential Report from World Education Services to enable the College of Denturists of Ontario to assess equivalency to a recognized denturism program in Ontario.

World Education Services (WES)
45 Charles Street East, Suite 700
Toronto, Ontario M4Y 1S2
Tel: (416) 972-0070 or 1-866-343-0070
Fax: (416) 972-9004
Web: www.wes.org/ca

D. LANGUAGE PROFICIENCY REQUIREMENTS
Applicants who graduated from a denturist program that was not taught in English or French must submit with their application, proof of English or French language proficiency. For English, submit TOEFL results (a minimum score of 580 points for the TOEFL PBT, 237 points for the TOEFL CBT, or 92 points for the TOEFL iBT is required- the CDO accept tests no older than four years). For French, submit the results of the test used by Office de la langue Françoise of the Government of Quebec (a minimum result of 60% is required) or DALF French Language Proficiency with Alliance Francaise.

French Alliance of Toronto
24 Spadina Road
Toronto, Ontario M5R 2S7
Tel: 416 922 2014
Fax: 416 922 9164
Email: spading@alliance-francaise.ca
Web: www.alliance-francaise.ca

E. LICENSE INFORMATION
Where an applicant is or has been registered/licensed to practice a regulated profession in another jurisdiction, or has engaged in the practice of denturism a regulated profession anywhere in the world, a letter of standing must be completed by the regulatory authority in each jurisdiction where an applicant has practised or been granted the right to practice. Letters should include the applicant’s license number, dates of registration, and should state your current standing and whether you have ever been, or are now, the subject of an investigation, suspension, discipline incompetence or incapacity.
F. CRIMINAL RECORD CHECK
Applicants are required to provide a Clearance Letter as one of the requirements for registration. A Clearance Letter is a formal document issued by the local Police Service where the applicant resides.

Click HERE for a copy of the College Criminal Record Clearance Policy.

LABOUR MOBILITY
An applicant who is currently registered and in good standing with a statutory regulator of denturists in another jurisdiction in Canada in which the occupational standards and requirements of denturism are, in the opinion of the Registration Committee, substantially equivalent to those of Ontario, may be eligible for labour mobility.

If deemed eligible, such an applicant would be exempt from having to successfully complete the qualifying examination, provided they meet all other registration requirements.

SUPPORTING DOCUMENTATION
Documentation submitted that is not in either English or French must be accompanied by a copy translated by a certified translator.

If applying under a name which is different from the one recorded on the denturist diploma, a certified copy of the name change, marriage certificate, or divorce decree (as applicable) must accompany the application.

A NOTARIZED COPY is a photocopy of the original document that has been sworn or declared a certified “true copy” of the original (written or stamped directly on the copy or attached affidavit) and signed and sealed/stamped by a Canadian lawyer, notary public or commissioner of oaths. Please be aware that certain notaries or commissioners are restricted to a certain industry (i.e., banking, real estate) and as such are not legally authorized to certify registration related documentation.

The time needed to complete the assessment of an application varies considerably. Delays will occur if there are errors, omissions, or the College has questions about your documents and requires clarification/additional information to continue the review of your application. It is recommended that you apply with ample time for processing prior to your expected qualifying examination start date.

The College will keep you apprised of the status of your application.

2. QUALIFYING EXAMINATIONS
The qualifying examination is held at minimum once per year. The examination is comprised of two components: a written examination and a practical examination. Eligible candidates must successfully complete the written examination before they will be permitted to attempt the practical examination.

All eligible candidates will be provided with an examination protocol, which details the examination process. Eligible candidates will be informed, in writing, of the exact examination date, time and location. It is the applicant’s responsibility to ensure that any change of address is given in writing to the College office.

Candidates must successfully complete both the written examination and the practical examination in order to qualify for a certificate of registration.
3. REGISTRATION
Applicants who successfully complete both the written and practical examinations are then eligible for registration as a Denturist in the province of Ontario. In order to activate and maintain a certificate of registration, the member must complete an annual information form, undertaking agreement, pay the annual registration fees, and meet any and all the terms and conditions set by the College for a certificate of registration.

The annual registration fee for the 2016-2017 registration period is $2147.00 ($1900.00 + $247.00 HST). This fee may be prorated during the first year of registration depending on the month the member is eligible to activate their certificate. After the first full or partial year of registration ending April 14, the member’s certificate must be renewed annually on April 15.

The annual registration fee does not include malpractice insurance. This insurance is mandatory for active (practising) denturists and must be purchased by the denturist. Denturists must update their malpractice insurance online in conjunction with their certificate renewal or within 10 days of expiry.

4. APPEALS
An application for a certificate of registration is reviewed by College staff and, when necessary, the Registration Committee to determine educational equivalency. If the applicant meets all of the requirements, he/she is deemed eligible to attempt the qualifying examination.

In some cases, it is necessary for the Registrar of the College to refer the application to the Registration Committee if the Registrar:
- has doubts on reasonable grounds about whether an applicant fulfills the registration requirements;
- is of the opinion that terms, conditions or limitations should be imposed on the certificate and the applicant does not consent to the imposition; or proposes to refuse the application.

When an application is reviewed by the Registration Committee, the applicant is notified and given the opportunity to provide written submissions to the Committee. The Committee, after reviewing the application and related documentation, may direct the Registrar to:
- issue a certificate of registration;
- issue a certificate with specified terms, conditions and/or limitations;
- issue a certificate upon completion of additional requirements (e.g., educational upgrading, examination completion); or
- refuse to issue a certificate.

A negative decision of the Registration Committee is communicated to the applicant in writing with information about the appeal process to the government-appointed Health Professions Appeal and Review Board (http://www.hparb.on.ca/).

CONFIDENTIALITY
Pending application files are confidential and information can be given only to the applicant. Release of information to a third party (i.e., employers, spouse, agency or attorney) requires a signed Release of Information form.

What if my original documents are not in English or French? Documents submitted for registration purposes that are not in English or French must be accompanied by a certified translation. To find a certified translator in Ontario, you can contact the:
Association of Translators and Interpreters of Ontario
1 Nicholas St Suite 1202
OTTAWA, ON K1N7B7
800-234-5030 or 613-241-2846
info@ATIO.on.ca www.ATIO.on.ca

For outside of Ontario, please contact your local yellow pages for certified translators. For those outside of Canada or the US, you may also find assistance at a Consulate or Embassy.

Please note that we will require certified copies of the original document(s) accompanied by the original translation.

ASSISTANCE IN APPLYING FOR REGISTRATION
No person or agency can guarantee that your application will be successful. Your application will be assessed based on the stated requirements only. Be cautious of any person or agency that charges you money to help your application along. If you have trouble understanding the forms or the requirements, the staff of the College will be pleased to help you at no cost.

Initial registration applications must be completed with all necessary documents. Incomplete applications will not be accepted. Applications are only held for 12 months from the date of application. Applications over 12 months will expire.