

You must supply all the information listed in the check list below in order to have your application for Specialist Registration assessed. Any information missing from the list below will only compromise the assessment of your application and may lead to your application being returned.

1. **Application Form** – this must be complete and all dates must be in DD/MM/YYYY format. Your application must be signed and dated at the time of submission and the signature on the application form should match that on your passport.
2. **Registration fee of €220.00** – this fee can be paid via our online payment system. Please see “payments and online fees” under the registration menu on our homepage, or the “pay now” button on any of the registration pages, of our website. Please ensure that you choose the correct payment under “Application fees” select “Dental Specialist Application Fee” to avoid unnecessary refunds and **print a copy of your receipt** to attach to your application. We will also accept a personal cheque as an alternative method of payment.
3. **Proof of Identity** – a clear photocopy of your passport. Your passport must be current and your signature must be visible in the photocopy.
4. **Specialist Qualification/s** – photocopies of the specialist qualification/s you want to be included in the assessment process. These must be copies of official Certificates awarded.
5. **Extra Qualification/s** – photocopies of any extra qualifications awarded to you that you feel should be considered in the assessment process.
6. **Course Syllabus** - a detailed outline of what your specialist course entailed. This must be an official syllabus, obtained from the awarding university. The original version must be submitted. A photocopy will not suffice.
7. **Transcripts of your Course in Specialist Training** – original transcripts of your specialist course must be submitted. A photocopy will not suffice. This should include subjects and clinical training undertaken, along with grades received.
8. **Curriculum Vitae** – this should include your work experience from the time you graduated with your primary dental qualification and should include a detailed job descriptions/duties undertaken in each practice. You should include experience you deem relevant to the practise of dentistry and specialist dentistry. Please submit this in English, with dates formatted as DD/MM/YYYY.
9. **Clinical Log Book** – (This is subject to the training you received and when you qualified)

Specialist Qualification received in the past 5 years;

A log book would be a practical element to ones course in specialist training. This is normally countersigned by a supervisor/Tutor and would include;

- a) Patient ID (and not the patient’s name)
- b) Date(s) of treatment
- c) Type of treatment
- d) (i) Oral surgery applicants: state whether the applicant performed, assisted or supervised the surgery
(ii) Orthodontics applicants: include only the cases treated by the applicant
- e) Learning outcomes

Continued overleaf →

**Specialist Qualification received greater than 5 years
or
If you have not compiled a log book as part of your official training;**

A log book done as part of your specialist qualification, if completed more than 5 years ago, would be considered out-of-date. In this instance you would need to provide a log book of the previous 12 to 18 months from the date of application. The same applies to a person who did not complete a log book as part of their official training programme.

Your log book must include;

- a) Patient ID (and not the patient's name)
- b) Date(s) of treatment
- c) Type of treatment
- d) (i) Oral surgery applicants: state whether the applicant performed, assisted or supervised the surgery
(ii) Orthodontics applicants: include only the cases treated by the applicant
- e) Learning outcomes

The information provided in this log book must be ratified and to do this you must provide, for each of the log book cases, one of the following;

1. A receipt of payment for treatment provided
2. A computerised log of the patients treatment
3. A signature from the principal surgeon of the practice
 - a. If you are opting for a signature from the practice principal, you must also enclose a Certificate of Registration and Letter of Good Standing to prove the identity and status of said person. Original documents must be submitted, along with translations if required.

10. **Translations** – You must provide official certified translations for any documents listed above (points 4 to 9) if they are in any language, other than English. Both the requested document and its official translation must be submitted.