

For those applying for registration in the Register of
Dental Hygienists, Dental Nurses, Clinical Dental Technicians or Orthodontic Therapists.
Please ensure that you are eligible for assessment by contacting the registration department at info@dentalcouncil.ie before
compiling your application.

The assessment process is for those who are not entitled to automatic recognition of their qualifications but are entitled to assessment for the purpose of registration. The assessment process compares the scope and content of the applicant's qualification to the scope and content of the equivalent Irish programme. Professional experience, along with further education and training, is also taken into account.

1. Application form

Your form must be completed in English and in its entirety. The application should be signed and dated at the time of submission.

If you are submitting work or registration history separately from your application form, please be sure to read the content guidelines in the relevant section of the application form. All additional pages must be signed and dated before submission.

2. Identification

Please provide a clear photocopy of your passport. Your photograph and signature must be visible. If you are a citizen/national of more than one Country, please provide a photocopy of each passport.

3. Detailed work history

It is advisable to include a more detailed account of your work history when applying for assessment so that your professional experience can be included in the review process.

This should include your work experience from the time you graduated with your primary qualification and should include detailed job description/duties undertaken in each practice. You should include experience you deem relevant. Please submit this in English, with dates formatted as dd/mm/yyyy. This should be a clear typed account of your experience and you must sign and date each page before submission to verify the information therein.

4. Language proficiency

From the 1 November 2018 all applicants are required to prove their proficiency in the English language as part of the registration requirements. The Council has set standards that you must meet and has approved several ways in which you can meet these standards and prove your proficiency. We have dedicated a webpage to all the information you will need to compile the evidence required for submission with your application.

Please read the information available thoroughly; <http://www.dentalcouncil.ie/Language%20proficiency.php>

5. Primary qualification

Photocopy of your official certificate. This is usually the certificate that is presented to you at the conferring of your qualification.

6. Transcripts of your qualification

Your original academic transcripts of your qualification must be submitted. A photocopy will not suffice. This must include the duration of theoretical and clinical experience, subjects and exams undertaken and grades received.

7. Course syllabus

A photocopy of your course syllabus is required. This must be a detailed outline of what your qualification entailed. This must be an official syllabus, obtained from the awarding university and must clearly indicate its relevance to the qualification you obtained. The syllabus should be readily comparable to your academic transcript.

8. Further education and training

You may, if you wish, submit photocopies and details of any qualifications awarded to you that you feel is relevant to your application.

9. Letters/Certificates of good standing or current professional status

Original letters of good standing must be submitted from all the Competent Authorities that you have listed in the "Registration history" section of your application form. Photocopies are not acceptable. All letters of good standing expire after 3 months and must be in date at the time of submission.

10. Certificate of registration

You may be required to submit a photocopy of your certificate of registration if you are registered in a member state and, therefore, you may wish to include this in your initial submission.

11. Translations

If any of the documentation listed in points 5 to 10 above are in a language other than English, you must have them translated and duly notarised. Both the original requested document and its original translation should be forwarded. Notarised translations are an exact translation of the source material. A photocopy of the document that has been translated must be attached to the official translation by the translator. The translator must stamp or affix a seal to each of the pages to clearly indicate that they have been bound by the translator. They must certify that the photocopied document attached to the translation is an exact copy of the document used to make his/her translation. The document must always include a clause from the translator and their information. Notarised translations must be intact upon submission or they will be returned to you.

12. Registration fee

The fee can be paid via the online payment system on our website www.dentalcouncil.ie. 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 the appropriate application fee for the register you are applying for to avoid unnecessary refunds.