

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**  
Your application form must be completed in English and in its entirety. The application should be signed and dated at the time of submission.
2. **Registration fee**  
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.
3. **Identification**  
Please provide a clear photocopy of your passport. Your photograph and signature must be visible.
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. **Further education and training**  
Photocopies of any postgraduate qualifications undertaken, Dental Council approved sedation programme/s, evidence of completion of relevant CPD and/or evidence of further examinations that may be an indicator of the level of competence required to practice your speciality (for example; the FFD or equivalent).
6. **Transcript of your course in specialist training**  
Your original academic transcript from your specialist course 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**  
This must be a detailed outline of what your specialist course 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. **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 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. This should be a clear typed account of your experience and you must sign and date this before submission to verify the information therein.
9. **Clinical log book**

A log book would be a practical element to ones course in specialist training and is usually compiled throughout your postgraduate studies. This is normally countersigned by a supervisor/Tutor and should include;

- a) A summary page defining your competencies (**the template provided must be completed**)
- b) Patient ID (and not the patient's name for data protection reasons)
- c) Date(s) of treatment
- d) Type of treatment
- e) (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
- f) Learning outcomes

**Important note for those qualified more than five years;**

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 also need to submit an up-to-date log book that has been compiled in the 3 years preceding the submission of your assessment application. The same applies to a person who did not complete a log book as part of their official training programme.

The information provided in a log book, compiled outside of an academic setting, must be ratified. 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**

Documentation submitted, is in any 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.

**Important Information**

You may be asked to provide the Specialist Training and Registration Committee with further information in relation to your specialist education, training and status. Furthermore, you may be asked to present for interview. This will be decided after a full review of your application takes place, by the Committee, and you will be notified in writing of the Committee's decision.