

This checklist should be seen as an aid to ensure you are providing the Dental Council with a complete application for registration. It is advisable that you read this checklist in its entirety before compiling your application as omitted information can lead to a delay in processing or may lead to your application being returned to you.

The Dental Council reserve the right to seek further information if required.

**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. Identification**

Please provide a clear photocopy of your passport. Your photograph and signature must be visible.

**3. Qualification/s**

Please provide photocopies of any qualifications that you have obtained in your chosen speciality and which you would like considered in your application for specialist registration. These should be copies of the qualifications you have listed in section 3 of the application form.

**4. CCST – Certificate of Completion of Specialist Training**

If you qualified in Ireland or the UK you should be entitled to a CCST. In Ireland this is obtainable from the ICSTD and in the UK this is obtainable from the GDC. You must submit an original CCST; a photocopy is not accepted.

OR

**Conformity letter**

If you qualified within the EU and your qualification is recognised in the member state that you obtained it in, you should be entitled to a letter outlining your compliance with Qualifications Directive 2005/36/EC. This letter is obtainable from the competent authority in the country you obtained your qualification in and will outline the basis to allow your qualification to be recognised. It must state the appropriate Article/s of the Directive that is relevant to your qualification. You must submit an original conformity letter, a photocopy is not acceptable.

**If you obtained your specialist qualification in Ireland or the UK you do not need to provide this document.**

**5. Translations**

If any of the documentation listed in points 3 and 4 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.

**6. Registration fee**

The fee can be paid via the online payment system on our website [www.dentalcouncil.ie](http://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 “Dental Specialist Application Fee” to avoid unnecessary refunds. Please print a copy of your receipt to attach to your application.