

The assessment process is for dentists that are not entitled to automatic recognition but qualify for assessment, under the provisions of the Qualifications Directive 2005/36/EC. The assessment process compares the scope and content of your degree in dentistry to the scope and content of the Irish dental programme. Professional experience, along with further education and training, is also taken into account.

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.

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. Each 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 a detailed job description/duties undertaken in each practice. You should include experience you deem relevant to the practise of 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 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 undergraduate degree certificate. The signature of the dean and the university stamp must be visible. This is usually the certificate that is presented to you at the conferring of your degree.

6. Conformity letter

If you qualified within the EU or you have had your qualification recognised in a member state, and you do not meet the criteria for automatic recognition, you may be eligible to a letter outlining your entitlement to assessment under the provisions of the Professional Qualifications Directive 2005/36/EC. This letter is obtainable from the competent authority for the dental profession in the country that you qualified as a dentist or in the country that you had your qualification recognised.

Conformity letters outline details of education, training and professional experience specific to you and must state the appropriate Article of the Professional Qualifications Directive that is relevant to you.

You must submit an original conformity letter, a photocopy is not acceptable. If this letter is confirming professional experience within the preceding 5 year period, it expires after 3 months and must be in date at the time of submission.

7. Transcript of your primary qualification

Your original academic transcript from your undergraduate degree in dentistry 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.

8. Course syllabus

A photocopy of your course syllabus is required. This must be a detailed outline of what your undergraduate degree in dentistry 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.

9. Further education and training

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

10. Certificate of registration

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

11. 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.

12. Translations

If any of the documentation listed in points 5 to 11 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.

13. 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 "Dentist Application Fee" to avoid unnecessary refunds. Please print a copy of your receipt to attach to your application.