

Registration Information for applicants for non-practising registration

1. Who should complete this form?

Dentists, dental prosthetists, dental therapists and dental hygienists who are eligible for general or specific registration (under sections 6 or 7 of the Act) but who do not intend to practise dentistry in Victoria can apply for non-practising registration using this form.

If you are *not* currently registered with the Board you will need to provide **additional** information as indicated on the form and pay an application fee.

2. Requirements of registration

2.1 What is non-practising registration?

Practitioners may cease practice for a variety of reasons (e.g. retirement, overseas travel, family commitments, illness) and for varying periods of time. In these circumstances they may choose to apply for non-practising registration. This type of registration will not usually be granted for periods of less than three months unless there are special circumstances (which you need to describe in your application).

Non-practising status will apply from the time the application is successfully processed.

If you are granted non-practising registration you are **not permitted** to do anything which falls within the definition of **dentistry** (see section 98 of the *Health Professions Registration Act 2005*) i.e.:

- a. **diagnose or manage conditions of the mouth of a person;**
- b. **perform any invasive or irreversible procedure on the natural teeth or the parts of a person's body associated with their natural teeth;**
- c. **provide artificial teeth or dental appliances to a patient or insert artificial teeth or dental appliances for a patient;**
- d. **make an intraoral adjustment of artificial teeth or dental appliances for a patient.**

2.2 Notice of proposal to impose a condition on registration

Practitioners with this type of registration will have a condition on their registration which will be printed on their registration certificate and appear on the public register. The wording of this standard non-practising condition that the Board proposes to impose is:

Registered as non-practising on <date>. Not to practise from this date.

Entitlement to make submissions

If you wish to make submissions to the Board about its proposal to impose such a condition on your registration, these need to accompany your application. Section 7 of the Form provides space to document submissions for the Board to consider.

2.3 Continuing professional development & professional indemnity insurance

While registered in the non-practising part of the register, practitioners do not need to comply with the requirements of the Board's continuing professional development code of practice, nor do they need to be covered by professional indemnity insurance.

2.4 Resuming practice

If you wish to resume practising you need to apply to the Board in advance to change your registration (using the relevant application form for general or specific registration).

At that time you will need to (amongst other things):

- a. advise the Board how long you have not been practising and if it is more than 2 years, provide details of the training you have undertaken or propose to undertake to ensure that you are competent to practise;
- b. attest that you will comply with the mandatory CPD requirements (CPD hours may be adjusted on a pro-rata basis based on the time you have not been practising);
- c. undertake to be covered by public indemnity insurance which meets the minimum terms and conditions specified by the Board.

2.5 Annual renewal

Non-practising registration lapses on 31 December of each year and needs to be renewed (in the same way as general registration). At the time of renewal you will need to confirm that you do not intend to practise in the coming year and pay the renewal fee. You will be sent a renewal application and you can renew your registration on-line (<http://www.dentprac.vic.gov.au/>) or by completing the renewal application and mailing it with your remittance to the Board. Even if you do not receive the renewal notice for some reason, there is a professional obligation on you to renew your registration by the due date.

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2.6 Board's powers before deciding applications

In assessing an application for registration, the Board may investigate applicants or require them to:

- attend and answer questions relating to the application
- give the Board further information or any document that is reasonably required
- undergo a written, oral or practical examination
- undergo a health assessment.

The Board will decide on a case by case basis whether or not it needs to do any of the above before making a decision about the application.

3. What you must provide for your application to be considered

- completed application form
- evidence of identity e.g. passport, birth certificate, driver's licence
- one passport size coloured photograph

*If you are currently registered you need to **return your current certificate** of registration. You will be issued with a new certificate after your application has been processed.*

If you are currently NOT registered you need to provide the following additional documents

- current Letter of Good Standing (if you are registered in an overseas country); Letter must be no more than 3 months old
- evidence of qualifications
- application fee (payable in Australian dollars. Note: this fee is non-refundable)

All documents must be **originals or photocopies certified** as true copies by an authorized person. If the document is in a language other than English a translation by an authorized translator must be provided. Part of this application form is a statutory declaration. It must also be properly signed and witnessed (see below for list of persons who can sign statutory declarations).

4. Where to lodge your application

If you are **not currently registered** you will need to lodge your application in person (Level 13, 114 Albert Road South Melbourne). Contact the Dental Practice Board of Victoria on the telephone number above to arrange an **appointment** between the hours of 9am and 5pm weekdays.

If you are currently registered you can post your application to the Board at the address listed above. Please make sure you include your current certificate.

5. What happens once you've lodged your application

Your application will be assessed and if it is approved you will receive a Certificate of Registration. If the Board is proposing to refuse your application or impose additional conditions on your registration you will be notified and have the opportunity to make submissions to the Board about the proposal.

6. Recognized qualifications for general registration

The following qualifications are recognized for general registration.

<u>Type of practitioner</u>	<u>Qualification for registration in Victoria</u>
Dentist	Australian and New Zealand trained graduates Undergraduate degree in dentistry granted by universities in Australia and New Zealand and accredited by the Australian Dental Council (ADC). Australian and New Zealand Dental Undergraduate Programs currently accredited by the Australian Dental Council are: <ul style="list-style-type: none">▶ Bachelor of Dental Surgery University of Adelaide▶ Bachelor of Dental Surgery University of Otago▶ Bachelor of Dental Science University of Melbourne▶ Bachelor of Dental Science University of Queensland▶ Bachelor of Dental Science University of Western Australia▶ Bachelor of Dentistry University of Sydney▶ Bachelor of Oral Health in Dental Science + Graduate Diploma of Dentistry Griffith University

[Please note that the process of accreditation is a continuous one and at any time a particular course may be fully accredited, partially accredited or under review. The list may be amended from time to time by the ADC].

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Type of practitioner Qualification for registration in Victoria

Graduates trained outside Australia

(a) Trained in United Kingdom and Ireland

Bachelor degree in dentistry granted by universities in the United Kingdom or the Republic of Ireland and accredited by the General Dental Council.

(b) Trained in countries other than United Kingdom and Ireland

- ▶ Australian Dental Council Certificate
(issued upon successful completion of the ADC examination procedure)

Dental prosthetist Practitioners must possess the competencies set out in the Advanced Diploma of Dental Prosthetics accredited under the Health Training Package, by the Australian National Training Authority.

- ▶ Advanced Diploma of Dental Prosthetics, RMIT University

Dental hygienist Undergraduate degrees or diplomas in dental hygiene granted by universities in Australia and New Zealand and accredited by the Australian Dental Council.

Australian and New Zealand Allied Oral Health Professional Programs currently accredited by the Australian Dental Council are:

- ▶ Bachelor of Oral Health (Dental Hygiene) University of Melbourne
- ▶ Bachelor of Oral Health Science La Trobe University
- ▶ Bachelor of Oral Health (Dental Hygiene & Dental Therapy) University of Adelaide
- ▶ Advanced Diploma of Oral Health (Dental Hygiene) TAFE South Australia
- ▶ Bachelor of Applied Health Science (Oral Health) University of Queensland
- ▶ Associate Degree of Dental Hygiene Curtin University of Technology
- ▶ Bachelor of Oral Health (Dental Hygiene & Dental Therapy) University of Sydney
- ▶ Bachelor of Oral Health (Dental Hygiene) University of Newcastle
- ▶ Bachelor of Oral Health Griffith University
- ▶ Bachelor of Health Science (Oral Health) University of Otago
- ▶ Bachelor of Health Sciences Oral Health (Dental Hygiene & Dental Therapy) Auckland University of Technology

[Please note that the process of accreditation is a continuous one and at any time a particular course may be fully accredited, partially accredited or under review. The list may be amended from time to time by the ADC].

Dental therapist Undergraduate degrees or diplomas in dental therapy granted by universities in Australia and New Zealand and accredited by the Australian Dental Council.

Australian and New Zealand Allied Oral Health Professional Programs currently accredited by the Australian Dental Council are:

- ▶ Bachelor of Oral Health (Dental Therapy) University of Melbourne
- ▶ Bachelor of Oral Health Science La Trobe University
- ▶ Bachelor of Oral Health (Dental Hygiene & Dental Therapy) University of Adelaide
- ▶ Bachelor of Applied Health Science (Oral Health) University of Queensland
- ▶ Associate Degree of Dental Therapy Curtin University of Technology
- ▶ Bachelor of Oral Health (Dental Hygiene & Dental Therapy) University of Sydney
- ▶ Bachelor of Oral Health Griffith University
- ▶ Bachelor of Health Science (Oral Health) University of Otago
- ▶ Bachelor of Health Sciences Oral Health (Dental Hygiene & Dental Therapy) Auckland University of Technology

[Please note that the process of accreditation is a continuous one and at any time a particular course may be fully accredited, partially accredited or under review. The list may be amended from time to time by the ADC].

7. Fees

The following fees must accompany your application for registration **if you are not currently registered**. Payment (in Australian dollars) may be made by cash, money order or cheque made out to Dental Practice Board of Victoria.

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<u>Division</u>	<u>Fee</u> (payable in Australian dollars)
Dentist	\$478.00
Dental Prosthetist	\$341.00
Dental Hygienist	\$180.00
Dental Therapist	\$180.00

Note: if you are currently registered you do not need to pay another fee

*Note: for practitioners registering as both a dental hygienist and a dental therapist, the fee for the **second** registration is **\$60** (i.e. total of **\$240.00**)*

8. Statutory declaration

The following persons can witness statutory declarations:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer;
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of the Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the Local Government Act 1989
- a medical practitioner registered under the Health Professions Registration Act 2005
- a dentist registered under the Health Professions Registration Act 2005
- a veterinary practitioner
- pharmacist
- a principal in a teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)

9. Updating your details & providing information to the Board

Once you are registered you are required by law to advise the Board within 14 days of any change to your address details. You must notify the Board within 30 days if you are ordered by a court to pay damages or other compensation for alleged negligence. This obligation arises if the amount involved is over \$10,000. You are also obliged to inform the Board within 30 days of any commitment for trial, conviction or finding of guilt in relation to an indictable offence. You must also notify the Board if you intend to change the type of dental care services you provide.

To update your contact details at any time follow the **Practitioner Login** link from the homepage of the Board's website at <http://www.dentprac.vic.gov.au>

10. Privacy statement

The Dental Practice Board of Victoria is committed to handling personal information in a responsible manner, having regard to your right to privacy. Our full privacy policy is available at <http://www.dentprac.vic.gov.au> or by contacting The Privacy Officer privacy@dentprac.vic.gov.au. Information on this form is being collected under the provisions of the *Health Professions Registration Act 2005* and associated regulations and will be used to process your application for registration. In order to process your application and carry out our primary functions, the Board will exchange information about you with other organizations, such as Australian and overseas health practitioner registration boards, educational institutions, insurance companies etc. In accordance with the law, once you are registered, some of your information will be made publicly available. The public Register includes your name, registration number, the type of registration granted, the date of your initial registration, your practice address details, your qualifications, any current endorsement, the division in which you are registered and any conditions or terms of registration. We also make public any languages spoken other than English (if you choose to provide this information to us). Most of this information can be searched on our website. Any person may obtain a copy of the Register or an extract from it.

Please keep these information pages for future reference

Application for non-practising registration

Instructions for completing this form

The accompanying Registration Information sheet contains important information. Please read it before completing this form.

- Use BLOCK letters and Black or Blue ink and ✓ appropriate boxes.
- Complete all sections of the form.
- If the information you are providing does not fit in the space provided, please attach additional sheets.
- The information on this form is being collected in accordance with the provisions of the *Health Professions Registration Act 2005* and associated Regulations, to assist the Board in carrying out its statutory functions. Unless otherwise indicated, you must supply the information to enable your application to be processed.

For Office Use Only

.....
 Applicant's signature

Signed in presence of:

Section 1: Current registration

Are you currently or have you ever been registered in Victoria?

Yes

If yes, what type of registration do you have? Specific General Student

What is your registration number:

When were you last registered?:

No

Section 2: Division of registration

Indicate which Division(s) you are currently registered in or are seeking registration in

Dentist Dental Prosthetist Dental Hygienist Dental Therapist

Section 3: Personal details

Title: Dr Miss Mr Mrs Ms Other [please specify]

Family Name:

Given Name(s):

Other Names by which you are known:
[Specify any other names you are currently or have previously been known as e.g. maiden name, alias]

Date of Birth:/...../.....
Day Month Year

Sex: Female Male Country of Birth:.....

Languages Spoken (other than English):
[You do not need to provide this information, but if you do it will be made available on the public register]

Application for non-practising registration

Section 4: Contact information

This information will **not be open to public inspection** but will be used by the Board to contact you.

Postal Address:

.....

Suburb/State: Postcode:

Telephone: Mobile:

(You must provide a contact phone number)

Fax(optional): Email address (optional):

Section 5: Registration in other jurisdictions

NOTE: If you are currently registered in Victoria, you do not need to complete this section of the form.

Are you currently registered in another state or territory of Australia (other than Victoria) or in New Zealand?

Yes No

Are you currently registered in a country *other than* Australia or New Zealand? Yes No

If you answered **YES**, please provide the following details:

Name of Registering body:

Registration Number:

Attach a current Letter of Good Standing from the registering body. The Letter of Good Standing must be **no more than 3 months old**.

Section 6: Qualifications

NOTE: If you are currently registered in Victoria, you do not need to complete this section of the form.

Name of Course/degree/certificate	Educational Institution & Country	Year awarded	Standard Abbreviation

You must provide certified copies of evidence of your qualifications.

Dental Practice Board of Victoria

Postal Address: PO Box 7050, St Kilda Road VIC 8004
Telephone: +61 3 9694 9900
Fax: +61 3 9699 4711
E-mail: office@dentprac.vic.gov.au
Website: www.dentprac.vic.gov.au



Application for non-practising registration

following persons can witness statutory declarations:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer;
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of the Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the Local Government Act 1989
- a medical practitioner registered under the Health Professions Registration Act 2005
- a dentist registered under the Health Professions Registration Act 2005
- a veterinary practitioner
- pharmacist
- a principal in a teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)

I do solemnly and sincerely declare that:

- (a) the above statements are true and correct;
- (b) I am the person named in the attached documents;
- (c) I am the person in the attached photograph;
- (d) I am aware that under section 34 of the *Health Professions Registration Act 2005* I am required, within 30 days, to provide the Board with information about the amount of damages or other compensation I have been ordered by a court to pay in respect of a claim of alleged negligence in the provision of dental care (unless the court orders that the terms of the order should not be disclosed or if the amount is less than \$10,000); and that I am required to inform the Board within 30 days if I have been committed for trial for an indictable offence or been convicted or found guilty of the offence. Details of any such matter are attached;
- (e) I undertake not to practise dentistry in Victoria while I am registered in the non-practising section of the register;
- (f) I undertake to comply with all relevant legislation and applicable codes of practice and directives issued by the Board and with all relevant legislation. I understand that failure to do so could lead to the Board taking disciplinary action against me.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at:in the State of this

.....day of, two thousand and

Applicant's Signature:
[to be signed in front of an authorized witness]

Before me,
Signature of Authorized witness:

Name:

A person authorized to witness Declarations under section 107A of the *Evidence Act 1958* by virtue of being a

Address:

Dental Practice Board of Victoria

Postal Address: PO Box 7050, St Kilda Road VIC 8004

Telephone: +61 3 9694 9900

Fax: +61 3 9699 4711

E-mail: office@dentprac.vic.gov.au

Website: www.dentprac.vic.gov.au



Application for non-practising registration

Before submitting your application please check that you have included the following:

- completed application form
- evidence of identity e.g. passport, birth certificate, driver's licence
- one passport size coloured photograph
- any additional documentation in support of your application

*If you are currently registered you need to **return your current certificate** of registration. You will be issued with a new certificate after your application has been processed.*

If you are not currently registered you need to provide the following additional documents

- current Letter of Good Standing (if you are registered in an overseas country); Letter must be no more than 3 months old
- evidence of qualifications
- application fee (payable in Australian dollars. Note: this fee is non-refundable)

Note: all documents must be originals or **photocopies certified** as true copies by an authorized person

OfficeUseOnly			
DateRecd...../...../.....	RegNo.....	DateReg...../...../.....	
AmountPaid\$.....	Cheque <input type="checkbox"/>	Money Order <input type="checkbox"/>	Cash <input type="checkbox"/> Receipt No.....
ISBoardsChck.....	RegisterUpdated...../...../.....	Certif Returned?	
CertifSent...../...../.....	Sigchked.....	Approved...../...../.....	
Conditions.....			