

Information for applicants for endorsement of registration as a **dental specialist** under section 27 of the *Health Professions Registration Act 2005*

1. Who should complete this form?

Dentists applying for **endorsement of registration as a dental specialist** should complete this form.

Please note: - you must be currently registered with the Board as a general dentist to apply for this endorsement;
- those with non-practising registration cannot apply for endorsement as a specialist.

If you are making an initial application for general registration as a dentist and also wish to apply for specialist endorsement please submit both forms at the same time. If you are submitting both forms you need only provide one set of supporting documentation.

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

- completed application form
- one passport size coloured photograph
- evidence of qualifications
- evidence of identity e.g. passport, birth certificate, driver's licence
- application fee (payable in Australian dollars. Note: this fee is non-refundable)
- any additional documentation in support of your application

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.

3. Where to lodge your application

Applications for endorsement can be mailed to the postal address listed above.

4. What happens once you've lodged your application

In most cases your application, if it is complete and the qualifications are recognized by the Board, can be approved on the spot. When your application has been approved you will be sent a Certificate of Registration. If the Board is proposing to refuse your application or impose conditions on the endorsement you will be notified and have the opportunity to make submissions to the Board about the proposal.

5. Professional indemnity insurance

When practising in Victoria you need to be covered by professional indemnity insurance that meets the minimum terms and conditions that the Board has specified.

Minimum Terms and Conditions

Your insurance policy must include:

- unlimited retroactivity of cover;
- "run-off" cover for retirement or death;
- civil liability cover for \$10 million for any one claim;
- two automatic reinstatements during the period of cover.

You must disclose to the Board any conditions or restrictions that are placed on your policy or any change in the basis of your cover. Cover provided to dental health care provider employees by Public Health facilities such as a public hospital, a denominational hospital or a Community Health Service, or by a Friendly Society, the University of Melbourne or the Royal Melbourne Institute of Technology satisfies the Board's minimum terms and requirements. However if you work part time for one of those organisations and part time elsewhere you must ensure that you have adequate coverage in the second position. An undertaking that you accept these conditions forms part of this application.

6. Qualifications

Specialist endorsement is only available to **DENTISTS** who have the recognized specialist qualifications in one of the specialities listed below:

For **dento-maxillofacial radiology, endodontics, oral medicine, orthodontics, paediatric dentistry, periodontics, prosthodontics, public health dentistry (Community dentistry) and special needs dentistry** the qualifications are:

Australian trained graduates

A minimum three-year postgraduate specialist qualification appropriate to the specialty, accredited by the Australian Dental Council and clinical or surgical training approved by the peak body of the relevant specialty, or an equivalent combination of qualifications and experience

Graduates trained outside Australia

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Certification by the Australian Dental Council as having equivalence to Australian specialist requirements.

For **oral and maxillofacial surgery** the qualifications are:

Australian and New Zealand trained graduates

Master of Dental Surgery/Bachelor of Medicine and Bachelor of Surgery (MDS/MBChB) University of Otago, New Zealand, or eligibility for the award of Fellowship of the Royal Australasian College of Dental Surgeons in oral and maxillofacial surgery (FRACDS(OMS)).

Graduates trained outside Australia and New Zealand

Certification by the Australian Dental Council as having equivalence to Australian or New Zealand specialist requirements.

For **oral pathology** the qualifications are:

Australian trained graduates

A minimum three-year postgraduate specialist qualification appropriate to the specialty, accredited by the Australian Dental Council and clinical or surgical training approved by the peak body of the relevant specialty, or an equivalent combination of qualifications and experience; and eligibility for the award of Fellowship of the Faculty of Oral Pathology of the Royal College of Pathologists of Australasia

Graduates trained outside Australia

Certification by the Australian Dental Council as having equivalence to Australian specialist requirements.

If your specialist qualifications are not automatically recognized by the Board they will need to be assessed by the Australian Dental Council (ADC). This will need to be done before the Board can make any decision about the application. There will be an additional fee payable to the ADC of **\$AUD200.00** for assessment of qualifications and the ADC will need additional information to undertake its assessment.

7. Fees

The following fees (in Australian dollars) are current and must accompany your application for registration. Payment (in Australian dollars) may be made by cash, money order or cheque made out to Dental Practice Board of Victoria.

	Fee (<i>payable in Australian dollars</i>)
Dental Speciality	\$135.00 (This fee is in addition to the fee for registration as a dentist i.e. total of \$570.00 if both applications are being lodged at the same time)
ADC assessment	\$200.00 (This fee is only relevant if your qualifications are not automatically recognized and need to be assessed)

8. 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 or practice address details at any time follow the **Practitioner Login** link from the homepage of the Board's website at <http://www.dentprac.vic.gov.au>

9. Additional information

The Board's policy on P006 [2007] *Endorsement of registration for specialist practitioners* provides more information about this type of endorsement. All the Board's policies and codes of practice are available on the Board's website or by contacting the Board.

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10. 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)

11. 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 for registration 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 endorsement of registration as a dental specialist

Section 4: Practice address

Your practice address(es) and other practice details will be made available for public inspection. They appear on the Board's website and may be used by the public to contact you. If you need to record more than three addresses attach a separate sheet.

Address 1:

Suburb:..... **Postcode:**

Telephone (optional): **Fax (optional):**

Website (optional): **Email (optional):**

Address 2:

Suburb:..... **Postcode:**

Telephone (optional): **Fax (optional):**

Website (optional): **Email (optional):**

Address 3:

Suburb:..... **Postcode:**

Telephone (optional): **Fax (optional):**

Website (optional): **Email (optional):**

Section 5: Qualifications & training

You must provide **certified copies** of evidence of the qualifications on which your application is based.

Name of Course/degree/training	Name of dental school body & name of educational institution/peak body & country	Year awarded	Standard Abbreviation

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 endorsement of registration as a dental specialist

Specialist qualifications that are not automatically recognized

If the qualifications are NOT automatically recognized you need to provide the following ADDITIONAL information which is required by the Australian Dental Council and will be passed on to them so that they can assess your application. You should note that failure to provide any of this information could cause a lengthy delay in the consideration of the application or result in the application being denied.

Please attach the following information to this application:

- ▶ Certificate of registration as a dentist in Victoria
- ▶ Details of registration as a specialist in country where specialty was practised
- ▶ Specialist qualification(s) including certified copy of transcript of curriculum (both theoretical and clinical)
- ▶ Details of any supervised practice (including log books and case studies where available) carried out during post-graduate specialty training program. This should include total hours and types of treatment performed
- ▶ Nature of specialist practice (e.g. broad practice of specialty or practise of sub-specialty)
- ▶ Work history as a specialist
- ▶ Membership(s) of specialist societies
- ▶ Research activity (including list of publications)
- ▶ Teaching appointments (undergraduate, post-graduate, CPD)
- ▶ Two professional references from specialist colleagues and two from dentists who have referred patients to you

Section 6: Details of prior practice in the speciality

Are you currently practising in or have you ever practised in the speciality for which you are applying for endorsement?

Yes No

If you answered YES, provide details (attach additional sheets if necessary):

Address of Practice & Name of employer	From Date & To Date	Type of work carried out

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Section 7: Declaration

The following declaration must be signed before a witness who is authorized to witness Statutory Declarations (refer to Registration Information sheet for list of authorized persons).

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

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:

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 (certified photocopy)
- evidence of qualifications (certified photocopy)
- application fee (payable in Australian dollars) (including ADC assessment fee, if relevant. Note: fees are non-refundable)
- any additional documentation in support of your application

Note: all documents must be originals or **photocopies certified** as true copies by an authorized person
 To assist in processing your application please provide single sided documents which are secured by a clip or staple, not bound or placed in a folder

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