

# Fair Registration Practices Report

## Dental Surgeons (2018)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

No Changes this year

While there have been no changes to the requirements for registration in the past year, we did a complete redesign of our website including the registration area to make navigation easier and clearer. There is a section specific to internationally educated dentists that sets out the registration requirements, documentation needed to apply, and who to contact for help. A short video setting out the requirements for licensure for an internationally educated dentist is also available.

There are several different classes of certificate of registration and the requirements for each class of certificate are set out in the Registration Regulation but also in easy to read information sheets found on our website. Regulations are not always easy to read and that is why the information sheets are a better tool as they are in plain language and therefore more user friendly.

#### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

#### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

### b) Assessment of qualifications

#### i. Describe any improvements / changes implemented in the last year.

As per our provincial regulation and national agreement on requirements, this College does not "assess" qualifications, academic credentials, competencies or practical experience. There are two pathways to certification as a general dentist in Canada for graduates of non-accredited general dentistry programs: successful completion of an accredited Qualifying/Degree Completion Program; successful completion of the National Dental Examining Board of Canada (NDEB) Equivalency Process.

Graduates of non-accredited dental specialty programs who are interested in becoming licensed specialists in Canada can apply to take the Dental Specialty Core Knowledge Examination (DSCKE). The DSCKE is used by Canadian faculties of dentistry as part of the admission process for entry into Dental Specialty Assessment and Training Programs (DSATPs).

Applicants must be graduates of a dental specialty program from a university that is sanctioned by the government of the country in which it is located to award such degrees but is not recognized by the Commission on Dental Accreditation of Canada. The dental specialty must be one of the nine dental specialty programs recognized in Canada.

We are pleased to report , that our third party provider, the NDEB carried out a pilot project in 2018 to administer the Dental Specialty Core Knowledge Examination (DSCKE) digitally. With the success of the pilot project, the NDEB will be scheduling electronic delivery of the Assessment of Clinical Judgement in May 2019 and the Virtual OSCE in March 2021.

**ii. Describe the impact of the improvements / changes on applicants.**

In its 2018 Annual Report, the NDEB states that "Moving to electronic delivery will allow the NDEB to efficiently deliver its examinations and assessments with added security while removing some barriers for examinees by making the examinations more accessible."

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**c) Provision of timely decisions, responses, and reasons**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

As reported in previous years, a "decision" can be interpreted in different ways including an initial review of the application that might then require further action on the part of the applicant. An application will be reviewed within 2 - 3 weeks or less of receipt. A final decision on whether to register the applicant will similarly take place within 2 - 3 weeks or less once the application is fully complete with all supporting documentation.

If there is a decision to refer an application to the Registration Committee then our governing statute, the Regulated Health Professions Act, stipulates that the applicant must have 30 days to make submissions to the Committee. The Committee may make a decision the day of the meeting, in which case that decision will be given to the applicant within 1 week or less. The Committee may also, however, determine that it requires further information before making a decision. The Committee meets approximately every two to three months or as necessary. The time required to obtain the requested additional information varies from case to case and what has been requested. The nature of additional information can vary from writing to another jurisdiction, waiting for a disciplinary hearing to conclude in another jurisdiction, obtaining an expert opinion or arranging for a health assessment and report or for a clinical assessment if competency is in question.

These timelines are of course for those who have completed the registration requirements. They therefore do not take into account pre-application requirements and the time driven by our third party providers such as the University programs or those of the national examiners

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**d) Fees**

**i. Describe any improvements / changes implemented in the last year.**

*Fees - Initial Year of Registration, new member*

In June 2018, Council approved an amendment to the College's fee by-laws that would allow for incremental increases effective October 1, 2018, October 1, 2019 and October 1, 2020 to the annual fees in the initial year of registration for a new member.

Added to the annual fees are the one time application fee of \$250.00 and the Registration fee of \$100.00. The annual fee includes malpractice insurance which is an exclusive advantage that the RCDSO offers its members and results in substantial savings to them. This important information is of course clearly outlined in our materials.

A member of the College who has never previously been a member of the College shall pay an annual fee in the following amount for the calendar year in which the member is first issued a general, academic, or specialty certificate of registration:

*Effective October 1, 2018:*

- a. \$2,360.00, if the certificate was issued on or after 01 January and before 01 June;
- b. \$1,180.00, if the certificate was issued on or after 01 June and before 01 September;
- c. \$700.00, if the certificate was issued on or after 01 September.

*Effective October 1, 2019:*

- a. \$2,435.00, if the certificate was issued on or after 01 January and before 01 June;
- b. \$1,220.00, if the certificate was issued on or after 01 June and before 01 September;
- c. \$720.00, if the certificate was issued on or after 01 September.

*Effective October 1, 2020*

- a. \$2,510.00, if the certificate was issued on or after 01 January and before 01 June;
- b. \$1,255.00, if the certificate was issued on or after 01 June and before 01 September;
- c. \$740.00, if the certificate was issued on or after 01 September.

*Late Fee - Annual dues (General, Academic and Specialty Certificates)*

In June 2018, Council also approved an increase to the late fee charged to members who do not pay their annual membership fees by the December 15th due date. In prior years the late fee was \$100 and this was increased to \$500.00 effective October 1, 2018.

*Volunteer / Charitable Treatment*

In November 2018, Council approved a proposed amendment to the College's Fees By-laws to introduce a reduced fee for those members wishing to provide volunteer / charitable treatment to Ontarians. The driving force behind this proposed by-law amendment was to improve access to care. It is anticipated that Council will give final approval to the proposed amendment at its May 2019 meeting.

**ii. Describe the impact of the improvements / changes on applicants.**

*Annual Fees - incremental increases*

Increasing the annual dues on an incremental basis will be less of a financial burden to first time registrants. In the past, the annual dues remained the same for a few years in a row and then increased in one time large amounts thus having the potential to place an additional financial burden on new members. The annual fee for a General, Academic, Specialty, Education and Post-Specialty Training certificate of registration will be automatically adjusted effective October 1, 2021 and on October 1st in each year thereafter, by an amount equal to the annual increase in the Ontario consumer price index for the previous twelve months ending on June 30th of the year in which the adjustment is being made, rounded to the nearest five dollar (\$5.00) increment.

*Volunteer / Charitable Treatment*

Members/ Applicants applying to volunteer or provide charitable treatment will benefit from a substantially reduced fee (\$200.00 as opposed to \$2860 for a full unrestricted Certificate of Registration).

**iii. Describe the impact of the improvements / changes on your organization.**

*Volunteer / Charitable Treatment*

We have members who are wishing to retire from full-time practice but still wish to be involved in patient care by volunteering their services. This creates a moderate increase in the number of new applications flowing into the

department.

## **e) Timelines**

### **i. Describe any improvements / changes implemented in the last year.**

*No changes this year*

One of the department's goals for 2019 is to take a retrospective look at our timelines for processing new applications for registration -- to identify what worked well, what didn't work well, and what we can improve upon. We will consider the effectiveness of triaging applications for registration (straight forward to more complex) to see if that approach improves overall customer service.

### **ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

### **iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

## **f) Policies, procedures and/or processes, including by-laws**

### **i. Describe any improvements / changes implemented in the last year.**

The Registration Committee reviewed the existing published policy relating to the Registration Regulation requirement that "the applicant is able to demonstrate the ability to speak and write either English or French with reasonable fluency". The current policy is examination based with minimum accepted scores in the following language proficiency tests: TOEFL (Test of English as a Foreign Language) 100 ITB; IELTS (The International English Language Testing System 6.5 in General Test. It was felt that the current policy may create an unfair barrier for some applicants and that it could be more robust by providing additional options to applicants other than a "test".

The Registration Committee will be considering a new policy in order to provide additional pathways for applicants to meet the English / French language proficiency requirement set out in the College's Registration Regulation in early 2019.

### **ii. Describe the impact of the improvements / changes on applicants.**

The desired outcome is to provide a variety of ways for an internationally trained applicant to satisfy the Regulation requirement that "the applicant is able to demonstrate the ability to speak and write either English or French with reasonable fluency" other than by examination only. The overarching goal is to be more inclusive by offering different pathways.

### **iii. Describe the impact of the improvements / changes on your organization.**

If the proposed new policy is approved by the College's Registration Committee, next steps would be to update the College's registration area of the website to include the new policy and any corresponding information sheets, frequently asked questions, etc. We'll advise the Registration Committee once the website content has been updated and will amend internal processes as needed.

## **g) Resources for applicants**

**i. Describe any improvements / changes implemented in the last year.**

The College is enhancing the information available to applicants in French in that we will have an entirely French version of the Registration area of the website. All current copy on the site has been translated and we anticipate this being launched in mid-2019 to proactively align with best practices.

**ii. Describe the impact of the improvements / changes on applicants.**

The changes will allow applicants to access information in both national languages without having to translate the materials themselves. This will also augment the College's current service of providing a French speaking staff member to assist applicants.

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

The review or appeal process is set out in Schedule 2 of the Regulated Health Professions Act. If an applicant is unhappy with the decision of the Registration Committee then he/she can "appeal" the decision to the Health Professions Appeal and Review Board (HPARB) by giving HPARB and the Registration Committee notice that it requires HPARB to hold a review of the application and all requisite documentation in support of the application, or a hearing of the application. The legislation requires that notice to HPARB and the Registration Committee be in writing and must be filed within 30 days of the applicant having received the unsatisfactory decision of the Registration Committee and must specify whether a review or a hearing is required.

The Registration Committee, upon receiving said notice, shall give the Board a copy of the order made with respect to the application, the reasons for it and the documents and things upon which the decision to make the order was based within 15 days of receiving notice that a review or a hearing is required.

*Disposal by Board*

"(6) The Board shall, after the hearing or review, make an order doing any one or more of the following:

1. Confirming the order made by the panel.
2. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant if the applicant successfully completes any examinations or training the Registration Committee may specify.
3. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant and to impose any terms, conditions and limitations the Board considers appropriate.
4. Referring the matter back to the Registration Committee for further consideration by a panel, together with any reasons and recommendations the Board considers appropriate. 1991, c. 18, Sched. 2, s. 22 (6); 2007, c. 10, Sched. M, s. 27 (3)."

Limitation on order - The Board, in making an order shall not require the Registration Committee to direct the Registrar to issue a certificate of registration to an applicant who does not meet a registration requirement that is prescribed as a "non-exemptible" requirement.

The Board gives its decision and reasons in writing to the applicant and to the College. The decisions of the Board are typically issued several months after the date of the review.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

As reported in prior years, most of the documentation received by the College would already be in the hands of the applicant and in most cases the applicant retains the original versions. It is rare therefore that someone would ask for a copy of their file. If an application is referred to the Registration Committee and documentation not in the possession of the applicant is received from other sources then the Regulated Health Professions Act clearly and simply spells out our responsibility to provide the applicant with copies of this documentation. Section 16(1) of the RHPA states: "The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application." This is done automatically as material is received, a request is not necessary, and without any fees being charged. If for some reason additional copies are requested or something is lost, we ask that the request be in writing. Anyone other than the applicant requesting copies must provide a signed Release form from the applicant that names the individual as a designate, legal counsel or so forth. Copies of documentation are typically sent by courier. Where timing is an issue material may be scanned and sent by email.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

When hired, staff receive an orientation, training and links to the applicable legislation/regulation/by-laws. All staff receive mandatory training regarding the Accessibility for Ontarians with Disabilities Act, or AODA on what the AODA means and its implications in the workplace and training regarding human rights and the Ontario Human Rights legislation.

Registration staff members are also required to take the Managing Cultural Difference Workshops, Part I and II outlines of which follow:

## Module 1: Managing Cultural Differences

- Appreciate perceptions and experiences of internationally educated applicants in Canada
- Recognize diversity in cultural perspectives
- More effectively use language, including verbal and written communication
- Manage situations where there is potential for misunderstanding and conflict
- Respond and value cultural differences within a rules-based environment

## Module 2: Building an Inclusive Regulatory Environment

- Gain a deeper understanding of cultural norms and how they influence people's behaviour
- Enhance cross-cultural communication based on a deeper understanding of cultural differences
- Discuss and share best practices on how to work effectively with IEPs
- Develop awareness of other diversity issues and legislative requirements

Training also includes shadowing an experienced staff person for several weeks by listening in on phone calls, reviewing email responses to questions from potential applicants and so forth. At an appropriate time (different for each individual), new staff will be given incoming email correspondence to draft responses to that will then be reviewed by senior staff and/or the Supervisor. It typically takes about one year for a new staff person to be fully trained. If questions come in that are unfamiliar, staff approach the Supervisor or Manager at which time the answer is disseminated to all staff. Similarly, if there are changes to internal policies, process or legislation then meetings are called to ensure that all staff is familiar with and understand the changes.

Committee members at their first inaugural meeting of a Registration Committee are given an orientation by the Manager and legal counsel which outlines the composition and mandate of the Committee, and the powers of the Committee. Orientation materials are provided setting out the expectations of the Committee members in terms of code of conduct, conflict of interest, or bias. Links to all the pertinent legislation that sets out the requirements for registration along with the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights legislation form part of the Committee orientation discussions and materials.

### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

## k) Mutual recognition agreements

### i. Describe any improvements / changes implemented in the last year.

No changes this year

The College's International Trade Committee provides advice and recommendations to Council on matters relating to trade agreements and labour mobility which, in the Committee's view, may affect the College's mandate to protect the public interest.

### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

**I) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

Over the past year, the College has been laying the groundwork to create an "applicant portal" as part of the College's new computer system. Work on this project will continue throughout 2019 with the hopes of having the applicant portal available in late 2019 or early 2020. The purpose of the applicant portal is to enable an applicant applying for a certificate of registration to submit an application on-line and upload any requisite documentation and to track the process of their application from their portal account.

*National Dental Examining Board of Canada (NDEB) - Going Digital*

In its 2018 Annual Report, the NDEB reported on its successful pilot project of administering the Dental Specialty core Knowledge Examination (DSCKE) digitally at Prometric Test Centres in Canada. The Electronic Delivery Rollout Schedule will include the electronic delivery of the Assessment of Clinical Judgement in May 2019, incorporation new technology: Integrating 3D Models in the Virtual OSCE for rollout in March 2021. According to the Annual Report, they NDEB is aiming to transition all examinations that are currently delivered in a paper and pencil format to an electronic format by 2024.

**ii. Describe the impact of the improvements / changes on applicants.**

The goal of the proposed applicant portal is to enable an applicant to commence their application for a certificate of registration from outside of Ontario, return to their application at any time, upload documents as they receive them and enable the applicant to track their progress through the various stages including missing / outstanding requirements. We believe that this "portal" will provide the applicant with greater flexibility in competing their application for registration and provide better customer service to the application as they will be able to track the status of their application through their portal.

The digitization of the NDEB examinations should result in an increase of available venues for applicants to participate.

**iii. Describe the impact of the improvements / changes on your organization.**

Introduction of an applicant portal will also allow registration department staff to track the progress of an application. In addition, it should reduce the number of general inquiries currently being received via telephone calls / emails from applicants regarding their status. Reduction of telephone calls / emails will free up staff time and hopefully result in registration staff having more time available to process applications. Our overall goal is to improve customer service by improving on our processing times.

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

No changes this year

Over the next two years, the College will be reviewing the Registration Regulation to ensure that we are in keeping with best practices and to harmonize our regulation with other Ontario health regulated College's.

**a) Languages**

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	Yes

Other (please specify)

Additional comments:

**b) Gender of applicants**

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	273
Female	375
None of the above	0

Additional comments:

This figure represents all applications for registration received in 2018 various classes of certificates of registration.

**c) Gender of members**

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	6322
Female	4116
None of the above	0

Additional comments:

This figure represents all classes of certificates of registration as at December 31, 2018 including full unrestricted certificates of registration and other certificates of registration such as graduate student, education and post-specialty training certificates.

**d) Jurisdiction where applicants obtained their initial education**

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
148	73	90	Argentina 1 Armenia 2 Australia 40 Bangladesh 1	0	648

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Belarus 3		
			Brazil 2		
			Bulgaria 1		
			Chile 1		
			China 5		
			Colombia 2		
			Egypt 23		
			El Salvador 1		
			France 2		
			Germany 1		
			Hungary 6		
			India 91		
			Iran 30		
			Iraq 22		
			Ireland 10		
			Israel 1		
			Jordan 4		
			Korea 1		
			Lebanon 5		
			Libyan Arab Jamahiriya 3		
			Macedonia, The Former Yugoslav 1		
			Mexico 2		
			Morocco 1		
			Nepal 2		
			Oman 1		
			Pakistan 18		
			Peru 2		
			Philippines 6		
			Romania 2		
			Russia 5		
			S Arabia 2		
			Serbia 1		
			Sri Lanka 1		
			Sweden 1		
			Syrian Arab Republic 9		
			Taiwan, Province Of China 2		
			Turkey 3		
			Ukraine 1		
			United Arab Emirates 6		
			U.K. 2		
			Venezuela 6		
			Yemen 2		
			Jamaica 1		
			New Zealand 1		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			S. Africa 1 Total 337		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

The figure above represents new applications received in 2018 for full unrestricted certificates of registration and other certificates of registration such as graduate student, education and post-specialty training certificates.

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Argentina 1		
			Armenia 2		
			Australia 40		
			Bangladesh 1		
			Belarus 3		
			Brazil 2		
			Bulgaria 1		
			Chile 1		
			China 5		
			Colombia 2		
			Egypt 23		
148	73	90	El Salvador 1	0	648
			France 2		
			Germany 1		
			Hungary 6		
			India 91		
			Iran 30		
			Iraq 22		
			Ireland 10		
			Israel 1		
			Jordan 4		
			Korea 1		
			Lebanon 5		
			Libyan Arab Jamahiriya 3		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Macedonia, The Former Yugoslav		1
			Mexico		2
			Morocco		1
			Nepal		2
			Oman		1
			Pakistan		18
			Peru		2
			Philippines		6
			Romania		2
			Russia		5
			S Arabia		2
			Serbia		1
			Sri Lanka		1
			Sweden		1
			Syrian Arab Republic		9
			Taiwan, Province Of China		2
			Turkey		3
			Ukraine		1
			United Arab Emirates		6
			U.K.		2
			Venezuela		6
			Yemen		2
			Jamaica		1
			New Zealand		1
			S. Africa		1
			Total		337

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

The figure above represents the number of applicants who became members in 2018 applying for full unrestricted certificates of registration and other certificates of registration such as graduate student, education and post-specialty training certificates.

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
5039	1285	1223	Afghanistan 1	0	10438

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Albania 6		
			Argentina 3		
			Armenia 13		
			Australia 109		
			Azerbaijan 3		
			Bangladesh 7		
			Belarus 13		
			Belgium 2		
			Bolivia 2		
			Brazil 38		
			Bulgaria 13		
			Chile 5		
			China 89		
			Colombia 29		
			Croatia 11		
			Cuba 5		
			Czech Republic 9		
			Denmark 2		
			Dominican Republic 8		
			Ecuador 6		
			Egypt 154		
			El Salvador 5		
			Estonia 1		
			Finland 1		
			France 11		
			Germany 7		
			Greece 4		
			Guatemala 3		
			Haiti 1		
			Hong Kong 17		
			Hungary 38		
			India 632		
			Indonesia 4		
			Iran 330		
			Iraq 228		
			Ireland 32		
			Israel 10		
			Italy 3		
			Japan 2		
			Jordan 35		
			Kazakhstan 3		
			Kenya 1		
			Korea 14		
			Kuwait 1		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Kyrgyzstan 1		
			Latvia 2		
			Lebanon 11		
			Libyan Arab Jamahiriya 11		
			Lithuania 4		
			Macedonia, The Former Yugoslav 8		
			Malta 1		
			Mexico 21		
			Moldova, Republic Of 4		
			Morocco 4		
			Nepal 5		
			Netherlands 1		
			New Zealand 4		
			Nicaragua 3		
			Nigeria 8		
			Norway 4		
			Oman 1		
			Pakistan 78		
			Panama 1		
			Peru 3		
			Philippines 108		
			Poland 93		
			Romania 129		
			Russia 31		
			Serbia 2		
			Singapore 1		
			Slovakia 5		
			Slovenia 1		
			S Arabia 9		
			S. Africa 28		
			Sri Lanka 44		
			Sudan 8		
			Sweden 6		
			Syrian Arab Republic 62		
			Taiwan, Province Of China 13		
			Tanzania, United Republic Of 1		
			Thailand 2		
			Trinidad 2		
			Turkey 24		
			Ukraine 43		
			United Arab Emirates 33		
			U.K. 67		
			Uzbekistan 3		
			Venezuela 23		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Viet Nam 14		
			Yemen 3		
			Yugoslavia 49		
			Jamaica 1		
			Total 2891		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

This figure represents all classes of certificates of registration as at December 31, 2018 including full unrestricted certificates of registration and other certificates of registration such as graduate, education and post-specialty training certificates.

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	148	73	90	337	0	<b>648</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	148	73	90	337	0	<b>648</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	0	0	0	0	0	<b>0</b>

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

This figure represents all classes of certificates of registration issued in 2018 including full unrestricted certificates of registration and other certificates of registration such as graduate student, education and post-specialty training certificates.

The College's Registration Regulation sets out all classes of Certificates of Registration which are listed on the pages that follow with a brief description of each class. These classes were created and agreed to by agreements with dental faculties / universities, regulators and examining bodies.

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	General	<b>Description (a)</b>
		Full, unrestricted registration for general practitioners practising on the public.
b)	Specialty	<b>Description (b)</b>
		Dentists who have completed a post-graduate specialty program in a scope of practice recognized as a specialty, e.g. Oral Radiologist, Orthodontist, Oral and Maxillofacial Surgeon. Those who are only registered with a specialty certificate are restricted to the scope of practice of that specialty. The majority of specialists are also registered as General Practitioners and are therefore permitted the full scope of practice of dentistry.
c)	Education	<b>Description (c)</b>
		Hospital internship for students in residency based specialty programs such as oral and maxillofacial surgery. Restricted to the hospital and their training.

<b>d)</b>	Post-Specialty Training	<p style="text-align: center;"><b>Description (d)</b></p> <p>As the name suggests, advanced training after completion of a specialty program - often called a "fellowship". Individual is restricted to the studies and training of their University/Hospital approved research.</p>
<b>e)</b>	Academic Visitor	<p style="text-align: center;"><b>Description (e)</b></p> <p>Essentially cultural exchanges for Academics. Someone with a full-time professorial appointment at a University anywhere in the world can be given a one year appointment at an Ontario University.</p>
<b>f)</b>	Instructional	<p style="text-align: center;"><b>Description (f)</b></p> <p>University offer to conduct a course sponsored by a faculty of school of dentistry that is 14 days in length or less.</p>
<b>g)</b>	Short Duration	<p style="text-align: center;"><b>Description (g)</b></p> <p>University offer to attend a course sponsored by a faculty or school of dentistry that is 14 days in length or less.</p>
<b>h)</b>	Academic	<p style="text-align: center;"><b>Description (h)</b></p> <p>For full-time University faculty appointments. Restricted to their duties within the school.</p>
<b>i)</b>	Graduate	<p style="text-align: center;"><b>Description (i)</b></p> <p>Post dental degree students enrolled in specialty programs and restricted to those studies.</p>

**Additional comments:**

**i) Reviews and appeals processed**

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

<b>from January 1<sup>st</sup> to December 31<sup>st</sup> of the reporting year</b>	<b>Ontario</b>	<b>Other Canadian Provinces</b>	<b>USA</b>	<b>Other International</b>	<b>Unknown</b>	<b>Total</b>
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<b>Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee</b>	1	1	0	6	0	<b>8</b>
<b>Applicants who initiated an appeal of a registration decision</b>	0	0	0	0	0	<b>0</b>
<b>Appeals heard</b>	0	0	0	0	0	<b>0</b>
<b>Registration decisions changed following an appeal</b>	0	0	0	0	0	<b>0</b>

**Additional comments:**

All applications that were referred to the Registration Committee for consideration were approved. As such, none of the decisions were appealed.

**j) Paid staff**

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

<b>Category</b>	<b>Staff</b>
<b>Total staff employed by the regulatory body</b>	121
<b>Staff involved in appeals process</b>	2
<b>Staff involved in registration process</b>	5

**Additional comments:**

The Registration Department processes membership applications and health profession corporation applications. The department also processes requests for Certificates of Professional Standing and maintains the membership database with respect to practice names and business addresses. In 2018, department staff reviewed approximately 1,300 new applications respecting the two areas of registration: membership and health profession corporations. Both areas have an associated annual renewal process that involves more than just collecting fees. In addition to full-time staff, four to five temporary staff are hired throughout the year to assist with the renewal processes. The staff are cross-trained and moved into the different areas as required.

**I hereby certify that:**

**Name of individual with authority to sign on behalf of the organization:**

Irwin Fefergrad

**Title:**

Registrar

**Date:**

2019/02/28

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