

## **Application for registration as a Dental Care Professional under Section 36C Dentists Act 1984**

### **Q&A - Frequently Asked Questions**

**Q: How long does the assessment process take?**

**A:** The Council has a maximum of four months from receipt of a complete application to inform an applicant of its decision. A complete application means an application that is ready to be assessed without any missing documentation. This includes Health and Character certificates, and a certificate of good standing/certificate of current professional status, and English Language evidence (if applicable). If your application is incomplete, we will write to you informing you of the missing documentation/information and all the documents you submitted will be returned. You will need to re-submit the whole application (ensuring all certificates are still valid) once you have obtained the required documents.

**Q: What happens in the assessment process?**

**A:** Your application will be referred to our independent panel of dentally qualified assessors, the Registration Assessment Panel.

The Registration Assessment Panel meets on a 6-8-week basis and all applications are sent to the assessors approximately 3 weeks in advance of a meeting.

The role of the Panel is to provide advice and recommendations regarding each applicants Knowledge and skills to the Registrar – the Panel is not a decision-making body.

Following the Panel meeting the recommendations of the Panel are reviewed and a decision is made whether or not to grant registration. Following this you will be informed of the Council's decision in writing normally within 2 weeks of the panel meeting.

**Q: Can I practise as a Dental Care Professional during the assessment process?**

**A:** No, it is illegal to practise dentistry in the UK without being registered with the General Dental Council, unless under certain circumstances you are a doctor who is registered with the General Medical Council\*. *\*For further information please refer to Section 37 of the Dentists Act.*

**Q: Can I work under temporary registration during the assessment process?**

**A:** Temporary registration is only available for overseas qualified Dentists. Temporary registration allows dentists who are not currently eligible for full registration to practise dentistry in the UK if they have had the offer of a supervised post for training, teaching or research purposes only, for a limited period.

**Q: Can I start searching for a job?**

**A:** There is no guarantee that you will be registered as a dental care professional by this route. Though you can look for employment, we recommend you do not accept offers of employment until, and if, you have been informed that you are eligible for registration.

- Q: Do I have to pay to have my application assessed?**  
A: There is an application fee. Please refer to [our website](#) for further details. Please also note that if your application is successful then you will have to pay the registration fee.
- Q: Can I apply for registration of two titles at the same time?**  
A: Yes, but you must provide a completed application form and supporting documents for each title of registration you are applying for. You must also ensure that you complete the relevant Learning Outcomes Form for each DCP title.
- Q: My profession is not registered in the country where I qualified as a dental care professional, who can complete the certificate of good standing?**  
A: In the last country where you practised as a Dental Care Professional if there is no competent authority which you were required to be registered with, please arrange for the document '*Certificate of Good Standing*' to be completed by your last employer where you practised as a Dental Care Professional.
- Q: Do I have to translate all of my documents?**  
A: Yes, we cannot consider any documents not translated in English.
- Q: Will you cover the cost of certifying and translating documents?**  
A: No, the onus is on the applicant to provide the supporting evidence to the standards that we require.
- Q: Who can translate my documents into English?**  
A: Any documents that are not in English must be accompanied by a certified translation into English. The translation must be made by a qualified translator and have been translated directly from its original language into English. The translation must contain the translator's signature, printed name and full postal address.
- Q: Why do I have to provide a full syllabus?**  
A: Without a full undergraduate syllabus we will not be able to consider your qualification and therefore your knowledge and skill for registration. The syllabus must be issued by the college/university and must be relevant to the period in which you undertook undergraduate training. If it is not relevant to the period of your training, you will need to provide a letter from the awarding institute verifying that the course content is the same or outlining any differences. Additional qualifications can also be considered therefore you should provide as much supporting information about these as possible.
- Q: I have a transcript of marks for the qualification I have obtained, is this enough?**  
A: No, a transcript of marks only shows the list of subjects that have been studied and the marks that have been obtained. It does not show detailed information in relation to the theoretical and practical hours that have been studied and the details of each subject as a breakdown of the full training course.
- Q: How do I provide evidence of English Language Competence?**  
A: On 1 April 2016 the GDC introduced the assessment of English language proficiency. Full details of our requirements are set out in our [guidance](#).
- Q: Who can certify my documents?**  
A: If you are providing certified copies of any of your documents, we require:

- a first-generation photocopy (i.e. a photocopy of an original document, not a photocopy of a photocopy or of a fax)
- on which the person certifying has confirmed in writing, in English, that they have inspected the original document and the copy and that the copy is true
- where the person certifying is a person entitled to practise law in their country, an authorised officer of an embassy or notary public
- where the person certifying is not the applicant himself/herself, his/her spouse or a close relative
- a copy that bears the name, signature and address of the person certifying

**Q: Can my postgraduate experience from the UK and overseas be considered in the assessment of knowledge and skill?**

**A:** Yes, the Council can take into account dental knowledge and experience wherever acquired. You must provide us with evidence of this in order for us to consider it during assessment.

**Q: Does acceptance of my qualification in another European State entitle me to automatic registration?**

**A:** No, however the Council can take into account the acceptance of your qualification in its overall decision. In arriving at a recommendation, the Panel will consider how your qualification was accepted, e.g. through a test or examination or another form of assessment and whether or not this acceptance entitles you to full and unrestricted registration, or for some form of limited registration/practice.

**Q: What are the possible outcomes of a decision after my application has been assessed?**

**A1: Applications assessed under Matter B (Section 36C (3)) of the Dentists Act 1984 (as amended)**

One of the following decisions can be made by the Registrar:

- a) If no deficient learning outcomes have been found, or they have been compensated for by your professional experience or any additional training and the registrar is satisfied that you have the necessary knowledge of English, you are of a good character and that you are of good health you will be recommended for registration.
- b) If no deficient learning outcomes have been found, or they have been compensated for by your professional experience or any additional training, but the registrar is not satisfied that you have the necessary knowledge of English from your initial application, you will be issued with a letter recognising your qualification and requesting further evidence of English language.
- c) Further information is required in order to assess your training and professional experience for any substantial differences and compare it to the training required in the UK.
- d) If 'substantially different matters' have been identified in your training, and they have not been compensated for by your professional experience or any additional training you may be offered the option of undertaking a Compensation measure, such as:
  - Carrying out a period of supervised study and/or training called an adaptation period based on the 'substantially different matters' identified by the assessment panel as not being covered in your training course or professional experience.

A2: **Applications assessed under Matter C Section 36C(4) of the Dentists Act 1984 (as amended)**

One of the following decisions can be made by the Registrar:

- a) You have the requisite knowledge and skills for registration in the UK and the registrar is satisfied that you have the necessary knowledge of English, you are of a good character and that you are of good health, both physically and mentally, your application will be recommended for registration.
- b) Further information is required: In some cases, the assessors may require further information/clarification from the applicant before they can make a recommendation.
- c) You do not have the requisite knowledge and skills for registration in the UK. If it is determined that your training and/or experience significantly differs from that which is required for registration, then your application will be refused.

Q: **Can I provide additional documents or evidence after my application has been refused?**

A: If your application is refused we will write to you detailing reasons for the decision, however if you are able to provide new or additional evidence that addresses the reasons why your application was rejected by the panel, you can submit this as additional information. This means that your application will be resubmitted to panel for another assessment.

Q: **If my application is refused can I appeal the decision?**

A: Yes, if your application is refused, we will provide details in writing of how to formally appeal the decision. If you do not formally appeal the decision within the required timeframe of 28 days, your application will be closed.