

APPLICATION INSTRUCTIONS FOR LIMITED (VOLUNTEER) REGISTRATION

This application of registration is for dentists who are providing dentistry for the purpose of carrying out volunteer activities approved by the registration committee and are not practising fee-for-service dentistry i.e. are not receiving any remuneration for services provided through their volunteer activities (other than reimbursement for expenses).

Minimum credentials required:

- a degree or equivalent qualification from a listed (accredited) general dentistry program or equivalent general dentistry program;
- a National Dental Examining Board (NDEB) certificate

Note: Limited (volunteer) Registrants are not granted prescribing rights.

Contents

- Application for Limited (Volunteer) Registration in British Columbia
- Statutory Declaration
- Commissioner for Oaths Information Sheet
- Criminal Record Check Authorization

Checklist

- ☐ Have you attached a passport-sized head and shoulder photograph to your application?
Note: Photo must be attached to application prior to notarization.
- ☐ Have you signed and dated your application form?
- ☐ Have you completed and enclosed the Criminal Record Check (CRC) Authorization form? BCCOHP will forward the CRC Authorization to the Ministry of Public Safety and Solicitor General on your behalf.

- ☐ Have you had the following **notarized** by a Commissioner for Oaths who has applied a stamp or seal?
 - Your **photo** on page 1 and the bottom of page 5 of the application.
 - The Statutory Declaration.
 - A photocopy of your **government issued photo identification** which displays your name, date of birth, signature and photo (ie. driver's license or passport).
 - A photocopy of your **dental degree** and **NDEB Certificate** (required if not currently registered in another Canadian jurisdiction) with the same or equivalent registration class.
- ☐ Have you answered all questions on the application forms?
- ☐ Have you enclosed a copy of name change documents if your name has changed?
- ☐ Have you applied for your malpractice insurance?
- ☐ If registered/licensed or previously registered/licensed in another jurisdiction, you will be required to request a Certificate or Letter of Standing from that licensing or regulatory authority.
- ☐ Have you provided confirmation of your employment with the volunteering organization?

NOTE: Please ensure you submit all required information. Incomplete information will delay the processing of your application. Incomplete applications may be returned.

Fees

Application Fee (non-refundable) _____ C\$83

Consent for a Criminal Record Check ____ C\$28

Registration Fee _____ C\$0

Please indicate how you would like to pay by checking off the appropriate box below:

- ☐ By Credit Card – Once your application has been received and reviewed, you will receive an email notification to pay the application and Criminal Record Check fees online. Once your registration is ready to be finalized, you will receive a second email notification to pay the registration fee online.
- ☐ By Cheque or Money Order – enclosed with application.

If paying by cheque or money order, note that the application and Criminal Record Check fees may be combined but a separate payment of the registration fee is required.

Please submit, by mail or courier, all completed forms, documents and fees (if not paying online) to:

BC College of Oral Health Professionals
110 - 1765 8th Ave W
Vancouver, BC V6J 5C6

PLEASE RETURN THIS PAGE ALONG WITH THE APPLICATION.

APPLICATION FOR LIMITED (VOLUNTEER) REGISTRATION

Surname _____

Previous Surname (if applicable) _____

First _____

Middle _____

Preferred Name _____

Your name on the application must be the same as your current legal name. If the name you are applying with is different than the one on any of your supporting documents, you must provide a copy of legal documents certifying the name change (ie. marriage certificate, legal name change decree).

Date of birth – M/D/Y _____ Gender ☐ female ☐ male

Place of birth – City/Province/Country _____

Identification – A **notarized** copy of government issued ID is required. (select one)☐ Driver's license number _____ issued by (Prov/State) _____☐ BC Identification Card number _____☐ Passport number _____ issued by (Country) _____

Home

You must provide a valid home address and contact information, including an email address.

Address _____ Phone _____

City _____ Province _____

Postal Code _____ Cell _____

Main email (for confidential/personal information from BCCOHP) _____

The *Health Professions Act* (the "HPA") requires that all registrants provide all business addresses and phone numbers. If you do not have practice contact information, you must include a *phone number and *email address that will be published in the *Public Register*.

Volunteer Practice (mandatory) – Please provide letter from volunteering organization detailing purpose of volunteer activities.

Volunteer dental services will be provided at:

☐ Include email in *Public Register*

Organization name _____

Address _____ *Phone _____

City _____ Province _____

Postal Code _____ *Email _____

Attach a passport sized photo taken within the past 12 months

Photo must be attached prior to notarization

Notary Stamp/
Seal here

(must overlap photo)

Privacy and Security

BCCOHP must collect and manage certain personal information to fulfill its regulatory purpose as set out in the *Health Professions Act* (the "HPA"). Additionally, BCCOHP is designated as a public body under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. BCCOHP collects and manages information in accordance with the *HPA*, *FOIPPA*, and other applicable laws.

Some of the information BCCOHP collects must be publicly accessible pursuant to the *HPA*.

Have you previously been registered with this College in any capacity?

☐ Yes ☐ No

If yes, provide registration number _____

Dental Education – Provide a **notarized** copy of your degree (required if not currently registered in another Canadian jurisdiction) with the same or equivalent registration class.

Name of Institution	City/Country	Dates attended M/D/Y – M/D/Y	Degree Received

Do you have a National Dental Examining Board (NDEB) certificate?☐ Yes ☐ No

If yes, provide a **notarized** copy of your NDEB certificate (required if not currently registered in another Canadian jurisdiction) with the same or equivalent registration class.

Certificate number _____ Date received – M/D/Y _____

Have you been or are you registered/licensed elsewhere as a healthcare provider?

☐ Yes ☐ No If yes, complete the following:

Jurisdiction	City/Country	Time Period M/D/Y – M/D/Y

IMPORTANT: If you are or have ever been certified/licensed in another province or country, you will be required to contact that provincial or national regulatory body to request a Certificate or Letter of Standing for your BCCOHP application. The Certificate or Letter of Standing must be delivered directly to BCCOHP from the licensing/regulating body in a sealed envelope.

The Certificate or Letter of Standing is valid for up to 60 days from the date that it was issued. If an applicant does not have their registration/certification process completed within 60 days from the date of issue, a new Certificate or Letter of Standing will be required.

Continuing Education (CE)

Please provide a summary of continuing education credits received *and* attach a copy of your continuing education transcript from your licensing/regulatory authority (defined as 90 credits over the preceding three years).

Year	# of Credit Hours Obtained/Year
20 ____	
20 ____	
20 ____	

Professional Liability Insurance

Have you applied for your Professional Liability Insurance?

☐ Yes ☐ No

Select applicable box. Coverage of at least \$3,000,000 for British Columbia is mandatory.

☐ CDSPI ☐ Other _____

Application Questions

All of the following questions **must** be answered. A written explanation must be given for all affirmative answers (use a separate sheet if necessary). Information provided is **confidential** to BCCOHP.

If you are unclear or unsure about how to respond to any of these questions, please contact staff for clarification.

Do you have a medical condition that could affect your ability to safely practise dentistry? (Examples: mental or physical ailment, psychiatric disorder, addiction, blood borne pathogens)	<input type="checkbox"/> Yes <input type="checkbox"/> No
While attending at a post-secondary institution, have allegations of misconduct, including academic misconduct, ever been made against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been suspended, required to withdraw, expelled or penalized by a post-secondary institution for any type of misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently charged with a criminal or other offence in Canada or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a criminal or other offence in Canada or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been the subject of complaints in relation to your practice of dentistry or any other profession with the registration/licensing authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any regulatory action been taken against you as a result of any complaint, investigation or disciplinary proceeding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
At the present time, are there any investigations, reviews or proceedings taking place in any jurisdiction concerning your practice of dentistry or any other profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been found guilty of professional misconduct or incompetence in any jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your registration as a dental healthcare provider or any other profession ever been suspended, revoked or restricted in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever voluntarily surrendered your licence/registration as a professional in another jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever practised as a dentist or other professional without a licence/registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been denied registration/licensure by any health profession regulator in any jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Authorization and Oath

- I am applying to register with the BC College of Oral Health Professionals (BCCOHP) under the Health Professions Act (the “HPA”) and the Bylaws made under the HPA. In consideration of BCCOHP’s processing of my application, by my signature below, I authorize BCCOHP to make reasonable and lawful enquiries about me, including enquiries seeking confidential or personal information (in documentary form or otherwise) from any regulatory authority, hospital, educational program, institution or law enforcement agency (collectively, the “Registration-Related Information”), and to then consider and use the Registration-Related Information, all for the sole purpose of determining my fitness for registration as a Limited (Volunteer) dentist in British Columbia.
- I have read and understood BCCOHP’s Standards and Guidance documents, including the Code of Ethics, which facilitate the delivery of competent and ethical patient-centred care. I understand that I am responsible for applying these standards and guidelines in my practice.
- I acknowledge and understand that in order to practise safely, I must be both competent and fit to practise. Competent – in that I have the requisite knowledge, skills and experience. Fit to practise – in that I am not impaired by some physical, mental or addiction issue that affects my ability.
- I recognize that those who, in good faith, furnish Registration-Related Information to BCCOHP in connection with my application for registration have reasonable expectations that such Registration-Related Information will be kept confidential.
- I further understand that BCCOHP may take disciplinary action against me, including action to revoke my registration, if I have, by omission or commission, knowingly given false or misleading information in the course of completing this application for registration.
- I am aware of the HPA of British Columbia and BCCOHP Bylaws and do solemnly declare that I will uphold the honour and dignity of the profession and adhere to the HPA of British Columbia and BCCOHP Bylaws.
- I am aware that I must not provide any service of dentistry for a fee and understand that as a volunteer dentist I will not receive any remuneration other than reimbursed expenses.

Attestation Statement

I, _____ (name of applicant), declare that the answers given to the questions in this application and the information I supplied on this application, are true, complete, and accurate in every respect, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if it were made under oath and by virtue of the *Canada Evidence Act*.

Signature of Applicant _____

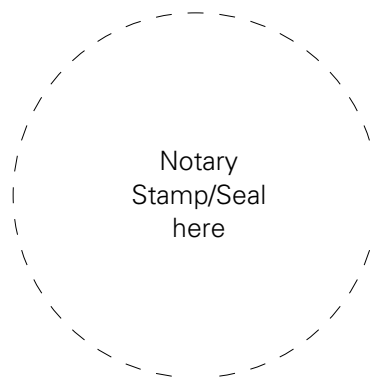
DECLARED before me at the city of _____ ,

in (country) _____ ,

this _____ day of _____ , 20____.

A Commissioner for Oaths or Notary Public

Must include a stamp or seal of Commissioner for Oaths or Notary Public on page 1 of the application (where indicated), on this page and on the Statutory Declaration Form.



STATUTORY DECLARATION (DENTISTS/STUDENT PRACTITIONERS)

Further to my application to the British Columbia College of Oral Health Professionals for registration as a Limited (Volunteer) registrant, I (name of applicant) _____ solemnly declare the following:

1. I have read, understood and will remain at all times in compliance with the *Health Professions Act*, the regulations under the *Health Professions Act*, the BCCOHP bylaws, and the standards of practice and standards of professional ethics established by the board of the BCCOHP.
2. I am a person of good character, meeting the ethical qualities expected of a registrant of the BCCOHP, including integrity and commitment to caring for others.
3. I do not know of any reason, condition or circumstance why I should not be granted registration with the BCCOHP.
4. I will ensure that I maintain professional liability insurance coverage as required by the BCCOHP for the entire period of my registration.
5. I will promptly notify the BCCOHP of any complaint, investigation, review or disciplinary proceeding that may affect my registration or licensure for the practice of the designated health profession of dentistry or any other regulated profession in British Columbia or any other jurisdiction, and will divulge any relevant information requested by the BCCOHP.
6. All information provided in my application for registration is true and complete.
7. I understand that the submission of false or incomplete information in support of an application for registration constitutes professional misconduct and may result in cancellation of registration.

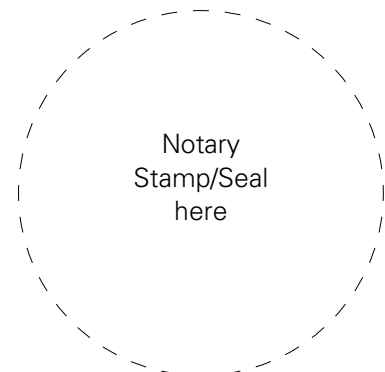
I make this solemn declaration, conscientiously believing all the above statements to be true, and knowing that it is of the same force and effect as if made under oath.

Signature of Applicant _____

DECLARED before me at the city of _____, in (country) _____,
this _____ day of _____, 20____.

A Commissioner for Oaths or Notary Public _____

(Must include a stamp or seal of Commissioner for Oaths or Notary Public)



CRIMINAL RECORD CHECK AUTHORIZATION

Applicant Name

Surname	First name	Middle name
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Other names used or have used (e.g. maiden name, birth name, previous married name, preferred name)

Surname	First name	Middle name
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Surname	First name	Middle name
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Surname	First name	Middle name
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B.C. Driver's Licence # (if applicable) _____

Consent for Release of Information and Acknowledgements

- I hereby consent to a criminal record check pursuant to the *Criminal Records Review Act (CRRRA)* to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) as defined under that *Act* (CRRRA check). I hereby consent to a check of available law enforcement systems as further described below, including any local police records.
- I hereby consent to a Vulnerable Sector search to check if I have been convicted of and received a record suspension (formerly known as a pardon) for any sexual offences as per the *Criminal Records Act*. For more information on Vulnerable Sector searches, please visit the Royal Canadian Mounted Police (RCMP) website: <http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>. I understand that as part of the Vulnerable Sector search, I may be required to submit fingerprints to confirm my identity. In addition, where the results of a check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- My organization and I will be notified that I have an outstanding charge or conviction for a relevant or specified offence(s), and that the matter has been referred to the Deputy Registrar of the Criminal Records Review Program (CRRP) for review.
- The Deputy Registrar of the CRRP will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual, or financial abuse to vulnerable adults as applicable; the determination will include consideration of any relevant or specified offence(s) for which I have received a record suspension (formerly known as a pardon).
- If I am charged with or convicted of any relevant or specified offence(s) at any time subsequent to the criminal record check authorization herein, I agree to report the charge(s) or conviction(s) to my organization, in a timely manner, with a new criminal record check authorization.

For the purpose of completing my *CRRA* check as described above, I authorize the collection and/or consent to the disclosure of my personal information within Canada, as follows:

- Pursuant to the *Freedom of Information and Protection of Privacy Act (FoIPPA)*, I hereby consent to the disclosure by the Ministry of Public Safety and Solicitor General to the Deputy Registrar of the CRRP of my name(s), alias(es), Correctional Service Number (CS#), history of contact with BC Corrections, and my date of birth as found on the BC Corrections' client management software, CORNET.
- Pursuant to *FoIPPA*, I hereby consent to the disclosure by the Deputy Registrar of the CRRP to the Criminal Records Review Unit of the RCMP (CRRU) of my name(s), alias(es), CS#, date of birth, gender, driver's license/BCID#, and history of contact with BC Corrections. I also authorize the collection, by the CRRU and other federal government institutions under the *Privacy Act*, of the same information and of any and all personal information relating to this *CRRA* check in support of my application, for the purpose of conducting a check of criminal investigations, charges, convictions and information in police databases, including incidents that did not result in conviction. For the same purpose, I also authorize the provision to the CRRU of my personal information by all queried federal, provincial and municipal Law Enforcement Agencies in Canada as well as other authorized public bodies under *FoIPPA*.
- Pursuant to *FoIPPA*, the *Privacy Act*, and any other relevant applicable provincial and federal legislation, I hereby consent to the disclosure to the Deputy Registrar of the CRRP by the CRRU, the BC Municipal Law Enforcement Agencies as well as other authorized public body agencies of any personal information relating to my *CRRA* check. This personal information may include:
 - (a) Criminal record check or fingerprint-based criminal record verification by searching the Canadian Police Information Centre database;
 - (b) A police information check, including the Police Records Information Management Environment (PRIME-BC) and the Police Reporting and Occurrence System (PROS).
- I acknowledge that in certain instances, although no identified occurrence(s) resulted in a charge or conviction, the CRRU may assess that I pose a public safety risk and advise Security Programs Division that it will terminate its check of law enforcement systems accordingly, with the result that my *CRRA* check may not be concluded.
- In addition to the foregoing, and as may be required for the Deputy Registrar of the CRRP to make a determination pursuant to s. 4 (2) and 4 (3) *CRRA*, I further authorize the release to the Deputy Registrar of the CRRP of any documents in the custody of the police, the courts, corrections and crown counsel relating to any outstanding charges or convictions for any relevant or specified offence(s) as defined under the *CRRA* or any police investigations, charges, or convictions deemed relevant by the Deputy Registrar of the CRRP.

☐ **I have read and understand the Consent for Release of Information and Acknowledgements above. I hereby consent to these terms as indicated by my signature below. This consent is valid from the date signed.**

Applicant Signature _____

Date – M/D/Y _____

CRRP Collection Notice

The Security Programs Division (SPD) will collect your personal information for the purpose of fulfilling the criminal record check requirements of the *Criminal Records Review Act* and in accordance with section 26(c) and 27(1)(a)(i) and (b) of the *Freedom of Information and Protection of Privacy Act (FoIPPA)*. Additionally, SPD may collect personal information under section 26(e) and 27(1)(a)(i) and (b) of *FoIPPA* for the purpose of evaluating the Criminal Records Review Program and activities to better serve you. Should you have any questions about the collection, use, or disclosure of your personal information, please contact the Policy Analyst of the Criminal Records Review Program, Security Programs Division via mail to PO Box 9217 Stn Prov Govt Victoria, BC V8W 9J1; email to criminalrecords@gov.bc.ca; or by telephone at 1-855-587-0185 (option 2).

COMMISSIONER FOR OATHS INFORMATION SHEET

According to Section 60 of the *BC Evidence Act*, the following persons are, because of their office or employment, commissioners for taking affidavits for British Columbia:

- a) a judge of a court in British Columbia;
- b) justices;
- c) registrars, deputy registrars, district registrars and deputy district registrars of the Supreme Court;
- d) practising lawyers as defined in section 1 (1) of the *Legal Profession Act*;
- e) notaries public;
- f) the local government corporate officer and that person's deputy;
- g) the secretary treasurer of a board of school trustees;
- h) the directeur général of a Francophone education authority as defined in the *School Act*;
- i) coroners;
- j) government agents and deputy government agents;
- k) other classes of office holder or employment the Attorney General prescribes.

Note: For persons outside of British Columbia, persons or agencies equivalent to the above in other provinces or states may provide legal notarization of BCCOHP application documents.