

## APPLICATION INSTRUCTIONS FOR TEMPORARY REGISTRATION

This category is available to dentists for the purpose of taking or presenting a dental course that involves direct contact with patients, conducting or engaging in a clinical presentation or study club involving direct contact with patients at or under the sponsorship of the Faculty of Dentistry at the University of British Columbia (UBC), another post-secondary educational institution, or a dental or other group or organization approved by the Registration Committee.

Temporary registration may be granted for a period not exceeding 30 days and may be granted again to a previous temporary registrant.

Minimum credentials required:

- a degree or equivalent qualification in dentistry from a post-secondary educational institution;

**Note:** A temporary registrant may only practise dentistry for the purpose described above and must not practise dentistry on a fee-for-service basis.

### Contents

- Application for Temporary Registration
- Statutory Declaration
- Criminal Record Check
- Commissioner for Oaths Information Sheet

### Checklist

- Have you answered all questions on the application forms?
- 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 enclosed a copy of name change documents if your name has changed?

- 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 3 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).
- Have you provided evidence indicating application for this category is solely for the purposes listed above (ie. confirmation of participation in course/study club)?
- Have you submitted proof of your liability insurance that includes coverage while practising in BC?
- 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.
- 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.

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

### Application & Registration Fees

**Application Fee** (valid for one year)  
(non-refundable) \_\_\_\_\_ C\$83

**Registration Fee per occurrence**  
(non-refundable after registration is  
granted) \_\_\_\_\_ C\$159

**Consent for a Criminal Record Check** \_\_\_ C\$28

**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 fee 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 separate payments for the application fee and registration fee are 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.**

Attach a passport sized  
photo taken within the  
past 12 months

**Photo must be  
attached prior to  
notarization**

## APPLICATION FOR TEMPORARY REGISTRATION

**Surname** \_\_\_\_\_

**Previous Surname (if applicable)** \_\_\_\_\_

**First** \_\_\_\_\_

**Middle** \_\_\_\_\_

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 \_\_\_\_\_

**Place of birth** – City/Province/Country \_\_\_\_\_

**Gender**     female     male

Notary Stamp/  
Seal here

**(must overlap  
photo)**

### Practice

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

### Home

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Cell \_\_\_\_\_

Main Email (for confidential/personal information from BCCOHP) \_\_\_\_\_

**I wish to receive mail from BCCOHP** (check one only)     at my practice address     at my home address

**Have you previously been registered with this College in any capacity?**     Yes     No

If yes, provide registration or permit number \_\_\_\_\_

**Purpose of Temporary Registration** (Select the appropriate box) – Please provide confirmation of participation in course/study club.

Study Club- Mentor/Participant     Proprietary Course- Presenter/Participant     Other

**Course Name** \_\_\_\_\_

**Location** \_\_\_\_\_

**Time Period** from M/D/Y – M/D/Y (Must not exceed 30 days) \_\_\_\_\_

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

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

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

Yes  No If yes, please provide details.

Jurisdiction	Address	Time Period M/D/Y – M/D/Y

**Have you ever applied for registration/licensure as a healthcare provider in another jurisdiction and been denied?**  Yes  No If yes, please provide details. (use separate sheet)

**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.**

## 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.

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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

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### Professional Liability Insurance

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

CDSPI     Other \_\_\_\_\_ (enclose copy of memorandum/policy)

**Please note:** Proof of your US/International liability insurance must be submitted and clearly indicate that coverage extends to services provided in Canada and coverage is \$3,000,000 per occurrence.

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### 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 \_\_\_\_\_

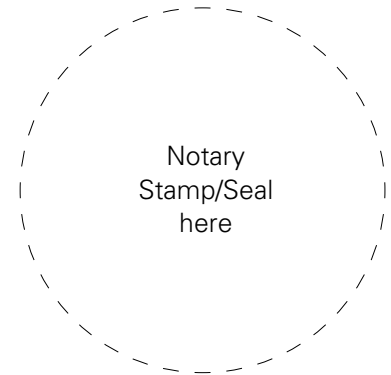
DECLARED before me at the city of \_\_\_\_\_ ,

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)



## STATUTORY DECLARATION (DENTISTS/STUDENT PRACTITIONERS)

Further to my application to the British Columbia College of Oral Health Professionals for registration as a temporary registrant in the designated profession of dentistry,

I, \_\_\_\_\_ 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 BCCOHP for the entire period of my registration.
5. I am applying for temporary registration in the designated profession of dentistry solely for the purpose of participating in or conducting an educational program or course, or administering or delivering an examination or assessment, that is sponsored by an agency approved by the registration committee.
6. I understand that in British Columbia I may only provide services in the designated profession of dentistry for the purpose described above.
7. All information provided in my application for registration is true and complete.
8. 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.

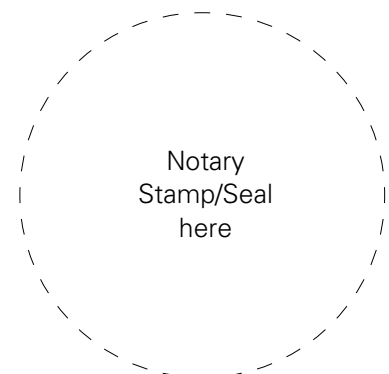
I make this solemn declaration, conscientiously believing all the above statements to be true, and knowing that it is of the same force and effect as if made under oath.

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

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

\_\_\_\_\_  
Surname First name Middle name

\_\_\_\_\_  
Surname First name Middle name

\_\_\_\_\_  
Surname First name Middle name

**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](mailto:criminalrecords@gov.bc.ca); or by telephone at 1-855-587-0185 (option 2).

**Mailing Address**  
110 - 1765 8th Ave W  
Vancouver, BC V6J 5C6

Phone: 672.202.0448  
Toll free: 1.888.202.0448  
registration@oralhealthbc.ca  
[www.oralhealthbc.ca](http://www.oralhealthbc.ca)



## 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.