



**CDRAF/FCORD Final Document – October 12, 2007**

## **MEMORANDUM OF UNDERSTANDING**

**With respect to a uniform Canadian process for the certification and  
licensure/registration of internationally trained dental specialists**

**1. The members of the CDRAF/FCORD are committed to the following  
fundamental principles:**

1. Ensuring that a primary mandate is to regulate dentistry in the public interest by licensing/registering only competent and qualified individuals.
2. The process for assessing internationally trained dental specialists is fair, transparent, impartial and objective.
3. Working collaboratively to mount a process for internationally trained dental specialists that has nationally agreed to standards, programs and outcomes thus ensuring labour mobility of credentials.

**2. Definitions**

1. **Internationally Trained Dental Specialist** ("Applicant") means a dentist who graduated from a university/hospital based post-graduate dental specialty training program that was not accredited by the Commission on Dental Accreditation of Canada ("CDAC") or the American Dental Association's Commission on Dental Accreditation ("CODA") through the terms of a reciprocal agreement.
2. **Dental Specialty** means a nationally recognized dental specialty in Canada.
3. **Process** means the mechanism by which an applicant establishes the necessary qualifications and competencies to be licensed/registered as a certified dental

specialist or certified dental specialist restricted to specialty in a Province or Territory of Canada.

4. **Credential Assessment** means that portion of the Process administered by the Association of Canadian Faculties of Dentistry (“ACFD”) whereby an applicant’s eligibility to enter the Program is determined. The ACFD shall be responsible for the verification and evaluation of the applicant’s credentials by methods such as, but not limited to, reviewing the applicant’s documentation, training, case histories, experience, English/French language proficiency tests, personal interview and/or other means deemed necessary.
5. **Dental Specialty Core Knowledge Examination (“DSCKE”)** will be developed and administered by the ACFD (in cooperation with the NDEB) as an admissions requirement for the Programs provided by the Faculties/Schools.
6. **Program** means the knowledge and clinical assessment of an applicant and, if necessary, the gap training portion of the Process as administered by an accredited Canadian Faculty/School of Dentistry that either has, or is affiliated with, an accredited specialty program in the specialty being sought. Those schools requiring affiliation with an accredited program require their participation to be part of the CDAC review of the accredited university.

The assessment phase of the Program is part of the university’s student admissions process and shall include a clinical and didactic component and shall determine, having regard for the CDAC curriculum requirements, whether the applicant has the knowledge, skill and judgment equivalent to the standards set to graduate a student from a CDAC accredited dental specialty program or whether the applicant has deficiencies that can be corrected within one year (including the time taken for the assessment). The assessment phase of the Program shall not exceed three (3) months. Acceptance into the assessment phase does not mean that gap training will be provided. Placement in this respect will be limited according to the resources of the Faculty/School to which the applicant applies.

7. **Certificate of Completion/Equivalency** means the certificate issued by the participating University/School to an applicant who has successfully completed the Program portion of the process. The certificate entitles the applicant to apply

to the Royal College of Dentists of Canada ("RCDC") to take the National Dental Specialty Examination ("NDSE"); the same examination administered to graduates of CDAC accredited, full-time, post graduate specialty programs. The Certificate of Completion/Equivalency shall be valid for a period of three (3) years.

### **3. Funding of the Process and Program**

1. The CDRAF/FCORD will identify sources of funding including government funding and develop a strategy to secure the funding.
2. The CDRAF/FCORD will provide initial start up funding for the development of material required to determine the eligibility of each Applicant including the costs of the ACFD and for the National Dental Examination Board ("NDEB") to develop the "Dental Specialty Core Knowledge Examination".

### **4. Agreements of Principles of this MOU**

1. The CDRAF/FCORD will develop an Agreement with and request that the ACFD develop a business plan that will, among other things, establish:
  - i. A credential assessment process that will include the basic principles and criteria for determining applicant eligibility for admission to the Program based on CDAC requirements for each specialty,
  - ii. that the ACFD will perform a credential assessment to verify and evaluate the applicant's credentials including the identification of fraudulent submissions. A written confirmation of the credential assessment will be provided to applicants,
  - iii. develop with assistance from the NDEB a Dental Specialty Core Knowledge Examination,
  - iv. administer the Dental Specialty Core Knowledge Examination and provide a written results letter to applicants,
  - v. that the CDRAF/FCORD will use its best efforts to assist the ACFD in obtaining indemnification for processes specific to the Credential assessment procedure it performs at the request of the CDRAF/FCORD.

2. The CDRAF/FCORD and each participating University/School recognize the need:
  - i. to establish that national principles respecting standards and outcomes are being met,
  - ii. to produce an annual report to discuss the effectiveness of the Program and any changes that might be appropriate,
  - iii. that Provincial statutory obligations, where applicable, may require that a DRA representative make an onsite inspection.
3. There will be an Agreement between the CDRAF/FCORD and the RCDC, as per its request, that will, among other things:
  - i. establish that applicants who have obtained a Certificate of Completion/Equivalency will be eligible to attempt the National Dental Specialty Examination (“NDSE”),
  - ii. that the examination shall be the same examination required to be taken by graduates of CDAC accredited dental specialty programs,
  - iii. identify that the RCDC has agreed to recognize for the purpose of Fellowship, applicants who successfully complete the NDSE by way of the Certificate of Completion/Equivalency, and
  - iv. that the CDRAF/FCORD will use its best efforts to assist the RCDC in obtaining indemnification for processes specific to its administration of the NDSE to applicants in support of this process.

## **5. Process**

### **(1) Candidates who do not hold a Certificate of the NDEB but who completed a CDAC/CODA accredited, full-time dental specialty program:**

- i. Each provincial DRA will use its best efforts to amend its Regulations/By-laws to create a specialty class of licensure/registration.
- ii. Each provincial DRA, where applicable, will use its best efforts to amend its Regulations/By-laws in order to remove as a requirement a Certificate of the NDEB for a specialty class of license/certificate.
- iii. Candidates will be immediately referred to the RCDC to have the NDSE administered.

- iv. If successful, Candidate completes provincial process, forms, fees etc.
- v. Candidate eligible for licensure/registration as a certified dental specialist or certified dental specialist restricted to specialty in the specialty being sought.

**(2) Applicants with or without a Certificate of the NDEB whose specialty training is not from a CDAC accredited dental specialty program as defined in 2.1. :**

**1. Credential Assessment**

- i. Applicant submits application and supporting documentation to ACFD. The ACFD will verify and evaluate the applicant's eligibility as per section 2.4 including the administering of the DSCKE, section 2.5.
- ii. Applicants will not be allowed to take the DSCKE more than twice.
- iii. Applicants in certain specialties may require submission of clinical cases in order to ultimately complete the National Dental Specialty Examination administered by the RCDC. This is the final requirement that would have to be met by each applicant before applying for registration with a DRA.

The CDRAF/FCORD has requested that the RCDC look into using alternatives to case requirements in those situations where submission of clinical cases is not possible.

- iv. If credentials are approved, applicant applies to a Participating University to take the Program.

**2. Program**

The purpose of the Program is:

- i. To clinically assess applicants to determine whether they have the knowledge, skill and judgment equivalent to the standards set to graduate a student from a CDAC accredited dental specialty program as per section 2.6.
- ii. Where the Participating University is satisfied that the applicant has met the requirements of 2.6, paragraph 2, to issue a Certificate of Completion/Equivalency to that applicant.

- iii. Where the Participating University determines that the applicant has deficiencies, to ascertain if those deficiencies can be addressed through additional education and training ("gap training") within a period of time not to exceed one year (including the time taken for the assessment). Where it is believed that the deficiencies can be addressed within the one year time period, the Participating University is to provide the gap training to the applicant based on the CDAC curriculum content for dental specialty accreditation as outlined in 2.6.
- iv. Where it is determined that the deficiencies cannot be addressed within the one year time period the Participating University shall cause the applicant to withdraw from the Program and shall recommend to the applicant that s/he apply to take a full time CDAC accredited dental specialty program. No 'special status' or advantage shall be awarded to such applicants respecting any future application s/he might make to a post graduate specialty program.

### **3. RCDC/National Dental Specialty Examination**

- i. The CDRAF/FCORD acknowledges that the RCDC has agreed to recognize the Certificate of Completion/Equivalency for examination and fellowship purposes.
- ii. Each applicant holding a Certificate of Completion/Equivalency shall complete the same examinations as are required to be taken by graduates of the CDAC accredited dental specialty programs which are herein referred to as the National Dental Specialty Examination.
- iii. The CDRAF/FCORD has requested that the RCDC look into using alternatives to case requirements in those situations where submission of clinical cases is not possible.

### **4. Applicant applies to provincial DRA of choice**

- i. Applicant will complete the provincial licensing/registration process including submitting all required forms, fees, etc.
- ii. Applicant will then be eligible for licensure/registration as a certified dental specialist or certified dental specialist restricted to specialty in the specialty being sought.

## **6. Review and appeal processes**

1. The ACFD shall have a reasonable/responsible appeal process in respect of:
  - i. the results of any examination administered by the ACFD, and
  - ii. Applicants who after being credentialed are determined not to be eligible for the Program.
2. Each Participating University shall establish a reasonable/responsible appeal process respecting:
  - i. Applicants who after being assessed are determined not to be eligible for gap training,
  - ii. Applicants who were asked to withdraw from the Program because a Participating University/School determined that it was not likely that it would be able to correct deficiencies within the one year period as specified in this Memorandum of Understanding.
3. The RCDC shall have a reasonable/responsible appeal process in respect of those Applicants who are unsuccessful in their attempt at the National Dental Specialty Examination.
4. Any other appeal will require judicial review.

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