

Guidance notes for EEA-qualified dentists

(application for registration as a Dentist under Section 15(1)(b) of the Dentists Act 1984)

Frequently Asked Questions

1. Am I eligible to apply for registration under section 15(1)(b)?

The section 15(1)(b) route to registration is available to “exempt persons” who hold an ‘appropriate European diploma’ (as defined in Schedule 2 of the Dentists Act 1984).

2. Am I an exempt person?

Please read the accompanying document ‘*General Dental Council (GDC) guidance on ‘exempt person’ status*’ to determine if you are eligible to apply as an exempt person. If so, evidence of your exempt person status should be submitted to the GDC along with your application form. We cannot process your application until evidence of your exempt person status is provided.

3. Do I hold an ‘appropriate European diploma’ for the purposes of Schedule 2 of the Dentists Act 1984?

Please refer to the country specific guidance for the EEA state where you qualified.

4. My qualification is from a European state but it does not meet the requirements of an ‘appropriate European diploma’ for the purposes of the Act, do I have an alternative route to registration?

If you are an exempt person and you do not meet the criteria for registration under section 15(1)(b), your qualification may still be recognised under the ‘general system’ for recognition of qualifications and you may apply for registration under section 15(1)(ba) of the Act. The GDC will provide you with further guidance on this route. Information can also be found in the GDC’s guidance document “*Frequently Asked Questions - Application for registration as a Dentist under Section 15(1)(ba) Dentists Act 1984*”.

5. How does the English language requirement affect my application?

If you are an applicant from the EEA and your qualifications and training meet the requirements for ‘automatic recognition’ but we do not have sufficient evidence of your knowledge of English on the basis of your initial application, we will recognise your qualification and write to you informing you of this. We will then ask you to provide evidence that you have the necessary knowledge of English before we register you.

The Application Process

1. Completing the application form

Please ensure you submit the current version of the EEA Dentist Registration Form. This is available on our website.

All sections of the application form must be completed and all the required documents to be provided in accordance with the General Dental Council's standards. The Character Reference and Certificate of Current Professional Status are strictly valid for three months from the date signed and must be valid when the application is considered complete and registration is issued.

When all the requirements have been met, please submit your completed application in person or by post to:

Registration Department
General Dental Council
1 Colmore Square
Birmingham
B4 6AJ
United Kingdom

Data Protection

Under the General Data Protection Regulation and Data Protection law, the GDC processes personal data, like the information in your application, because the processing is necessary for the exercise of the GDC's statutory functions; and the processing is also in the substantial public interest.

Information about how the GDC will use and share the information you give us, the various rights you have in connection with any personal data about you that is held by the GDC, and how long we will keep your information for can be found in the privacy notice on our website: www.gdc-uk.org/privacy.

Section 1: Personal details

The details that you enter in this section are your registered details. Your name and qualifications will appear in the Register which will be available to the public on the GDC website. All other details provided in this section will not be available to the public. Please note the GDC may choose to publish your full address in the future.

The GDC's register rules and regulations require us to keep a register of the names of everyone who is registered with us. The registers are public documents and are published on our website. The dentists and DCP registers contain the names and other information about a registrant the GDC is legally obliged to make public.

Registered addresses are not public information. Please note that the GDC may choose to publish your full registered address in the future, therefore the GDC recommends that your registered address is either a business or a practice address. Using your business or practice address will assist, if necessary, with local resolution of complaints.

It is important to note that any formal notices issued by the GDC will be sent to your registered address, therefore you must have access to correspondence at this address.

Change of address

Please inform your caseworker if you change your address.

If you change address after you have been registered, please update this through your eGDC account which will be set up for you once your registration has been granted.

Return of documents

An administration charge of £10 should be added to the registration fee if you wish us to return any documents you have submitted.

Amendments to the application form

Any amendments, corrections or alterations made on the application form or supporting documents **must** be countersigned. Do not use correction fluid on any part of the application. Applications with amendments which have not been countersigned or where correction fluid has been used will not be accepted and your application may be returned to you.

Section 2: Character Reference

If you are applying for registration within one year of graduation, the character reference must be provided by the head of your dental training school (or in their absence, their appointed nominee). If you are applying for registration more than one year after graduation, the character reference can be provided by another professional such as a doctor, a dentist or a lawyer who has known you professionally for at least one year. The character reference cannot be provided by a member of your family.

The Character Reference is strictly valid for three months from the date signed and must be valid at the time registration is processed. If it has expired, we will request a new Character Reference.

The GDC will only use the information provided by the referee to assess fitness for registration. The character referee should include any information about your character or health which might raise a question about your suitability for registration. The Registrar will decide whether or not the information is relevant and whether any further inquiries need to be made.

The same character referee must also sign the back of the passport photograph. By doing so, they are certifying that the image is a true likeness of you.

Section 3: Health, Character and Indemnity Self-Declaration

You must complete and sign this section.

Health and character

Please read the GDC's health self-certification guidance before completing the questions relating to your health within the self-declaration. You must inform the GDC if you have any condition present which might impair your fitness to practise. Having such a condition will not necessarily mean we will refuse registration.

If the registrar is satisfied that you are correctly managing any relevant health condition, by taking steps which will avoid any risk to patients and will ensure you have the ability to perform your job safely, you will not be refused registration on health grounds.

The registrar may refuse to register someone with a serious impairment (for example, substance abuse or serious mental illness) who cannot be trusted to self-regulate, although they can reapply if their condition improves.

You should tell us about any relevant condition on a separate sheet. While not a definitive list, examples of conditions we would expect to know about are:

- uncorrected visual impairment
- the presence of any infectious disease, blood-borne virus (tuberculosis, hepatitis B) or other transmissible disease
- prescribed medication which substantially impairs the immune response
- psychiatric disease or problems, alcohol or drug related problems

Because dentists are exempt from the UK Rehabilitation of Offenders Act 1974, you must tell us about any previous or pending prosecutions or convictions, including those considered "spent" under this Act (other than a protected conviction or caution). Protected convictions and cautions are defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. We also need to know if you have been the subject of any professional proceedings in the past, or if any are being contemplated, by a regulatory or licensing body in the UK or any other country. You will also need to advise the GDC of any future criminal proceedings/police investigations, convictions or cautions.

We will treat the information you provide in confidence. We will only use it to assess your fitness for registration now and in the future and will only refuse registration on the basis of this information if we are not satisfied about your fitness to practise and/or good character. If you make a false statement, we may refuse your application for registration and/or prosecute you and/or charge you with professional misconduct.

A copy of the GDC's Standards for the Dental Team is available on our website. It is important that you read and become familiar with the principles it includes. You will be responsible for applying these principles to your daily work and maintaining appropriate standards of personal behaviour.

Making a false declaration to the GDC is a serious issue. If you declare that you have or will have appropriate indemnity in place and this is found to be false, there is a risk that you may be removed from the GDC register or be subject to fitness to practise proceedings.

Indemnity

The Dentist Act 1984 includes a legal requirement for registrants to hold insurance or indemnity cover for practising as such; it is a condition of registration for all dental professionals to have insurance or indemnity cover.

We understand that those who are not/have not yet registered with the GDC will not yet have insurance or indemnity cover in place. The declaration on our application form is that you **will have** indemnity cover in place by the time you start to practise in the UK.

The only types of cover recognised by the GDC are:

- Dental defence organisation membership – either your own membership or cover provided by your employer’s membership;
- Professional indemnity insurance held by you or your employer; or
- NHS/Crown indemnity.

Your insurance or indemnity cover must be appropriate to the areas of your practice. If you are relying on arrangements made by your employer, you must check the indemnity position with them. All registrants must know the details of their indemnity cover when they start practising and be able to provide these to the GDC if asked to do so.

The GDC may request further information regarding your insurance or indemnity cover during your application.

Making a false declaration to the GDC is a serious issue. If you declare that you have or will have appropriate indemnity in place and this is found to be false, there is a risk that you may be subject to fitness to practise proceedings or removed from the GDC register.

The GDC will undertake audits of compliance with these requirements on a regular basis. You will need to make sure you have, or can access, the details of the policy should you need to provide them.

For more information on insurance or indemnity cover please see:
<https://www.gdc-uk.org/api/files/Guidance%20on%20indemnity.pdf>

Section 4: Payment

You can pay using a credit or debit card through our online e-payment portal. You must have access to the internet and an email account.

We will notify you by email when you can make the payment. This will normally be when your application has been processed and we can proceed with your registration.

Please make payment within 14 days otherwise your application may be delayed or returned to you.

2. Supporting documents

Identity document

The GDC will only accept certified copies of a current passport or valid European National ID card which has an expiry date and confirms your nationality.

The identity document that you submit with your application should be a colour photocopy correctly certified. This document should be an A4 page size.

The image of your identity document should be clear with the certification statement not overlapping any part of the identity document.

If you are submitting a certified photocopy of your passport it is important that the machine readable zone (MRZ) is clear.

Only one type of identity document should be provided on a single page. If you are submitting two types of identity documents, these should appear on two separate pages.

Passport photo

You must supply us with a recent passport sized photo that has been certified by your character reference on the back of the photo.

The requirement for individuals applying for registration or restoration with the GDC to submit a passport photo is aligned with the [UK Government requirements](#).*

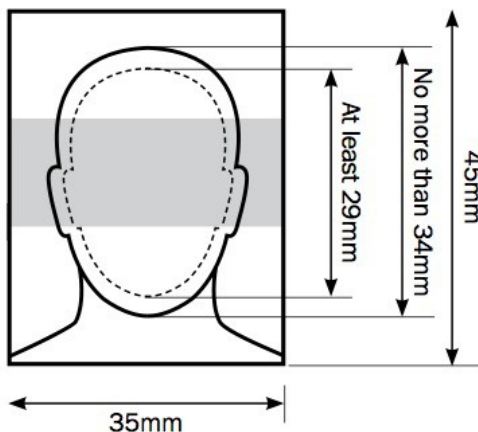
You must make sure that your passport photo meets these requirements otherwise there may be delays to your application.

Your photo must be professionally printed and 45 millimetres (mm) high by 35mm wide - the standard size used in photo booths in the UK.

Your photo must be:

- in colour on plain white photographic paper
- taken against a plain cream or light grey background
- taken within the last month
- clear and in focus
- without any tears or creases
- unaltered by computer software

The image of you - from the crown of your head to your chin - must be between 29mm and 34mm high (see example below).



*Contains public sector information licensed under the Open Government Licence v3.0.

Evidence of Primary Dental Qualification

Please refer to the country specific guidance document for the country where you qualified for the evidence required.

Certificate of Current Professional Status (previously known as a Certificate of Good Standing)

- This must be issued by the competent dental authority of the country where you qualified, or if different, the relevant European state where you are currently or were last established as a dentist.
- It must state that you have not been suspended, disqualified or prohibited from working as a dentist.
- The Certificate of Current Professional Status is strictly valid for three months from the date of issue and must be valid at the time registration is processed.
- The original document must be provided. Photocopies will not be accepted.
- If you have not registered as a dentist in any country since graduating, please confirm this in writing and provide a letter from the competent dental authority of the country where you qualified confirming that i) you have never registered as a dentist in that country and ii) they are unaware of any reason why you would not be able to register if you applied to do so.

Other documents required

You may also be required to provide a Certificate accompanying the evidence of qualifications, EEA Compliance certificate or other supplementary document. Please refer to the country specific guidance for the country where you qualified to check which additional documents may be required.

English Language Evidence

The Dentists Act 1984 requires the GDC to be satisfied that all applicants have the necessary knowledge of English prior to entry to our registers. You must provide evidence of your language competence when you submit your application. If we do not have sufficient evidence of your knowledge of English based on your initial application, we will recognise your qualification and write to you informing you of this. We will then ask you to provide evidence that you have the necessary knowledge of English before we register you.

Please refer to “Evidence of English language competence: guidance for applicants” document, which can be found on the GDC website (www.gdc-uk.org) for the types of evidence we are likely to accept.

You must provide recent, objective evidence that you can read, write and interact effectively in English with patients, relatives and other healthcare professionals in relation to your role as a dental professional. If we are satisfied about your knowledge of English from your initial application for registration, we will not request further evidence.

Dental professionals qualifying in a country where English is the first and native language will not routinely need to provide additional evidence about their knowledge of English. If the evidence provided does not meet our requirements applicants will be required to undertake a language proficiency test.

Checklist

Please ensure you have completed the checklist in your application form.

3. Guidance for the Certification and Translation of documents

Certified copies of documents must meet the following GDC requirements:

- The document must be a first generation photocopy (i.e. a photocopy of the original document, not a photocopy of a photocopy or of a fax); and
- The person certifying must be either a Notary Public, Commissioner for Oaths, Justice of the Peace or other person entitled to practise law; or an authorised officer of an embassy or consulate (a mayor or police officer cannot certify documents); and
- The person certifying the copy must confirm in English writing that they have inspected the original document(s) and that the document they are certifying is a "true copy of the original document"; and
- The copy must bear the full name, signature and address of the person certifying the documents. Where the person certifying the documents is not the applicant or their spouse.
- For documents certified in a language other than English an authorised English translation must be provided. Please refer to the guidance above for the GDC standards for authorised translation.
- The GDC does not accept an apostille in place of a certified copy.

Anything that is not in English must be accompanied by a certified translation which meets the following GDC requirements:

- The authorised translation must be produced by a qualified translator; and
- The translation must be bonded to a photocopy of the specific document; and
- The translator must confirm in English writing that "the translation is an exact translation of the copy attached" ; and
- The translator must provide their full name, contact address and original signature.
- The GDC will not accept a translation of a translation (e.g. an Italian diploma translated into Greek, then to English from Greek is not acceptable).

4. Other notes

Processing times

Please refer to the GDC website www.gdc-uk.org for current processing times.

Keeping your name on the register

Once registered you must ensure that you make the Annual Retention Fee (ARF) payment by the end of December of each year to remain registered in the following year. We will notify you when your fee is due. You must pay this fee by law whether or not you have received the reminder.

Continuing Professional Development (CPD)

You must also undertake CPD in 5 yearly cycles, as a condition of continued registration. Further information is available on our website www.gdc-uk.org.

General

It is a criminal offence for anyone, other than a registered medical practitioner, to practise dentistry without being registered with the General Dental Council.

If the Registrar is in any doubt about an application for reasons other than failure to comply with the CPD requirements, they reserve the right to require you to attend an interview in person at the Council's offices.

Contacting the GDC

If you require help about making your application, please contact the GDC Registration Department on +44 (0)20 7167 6000 or email: assessments@gdc-uk.org.