

Application for Entry to the Specialist List in Orthodontics

IMPORTANT: You are only able to apply to be on the Orthodontics Specialist List if you are currently registered as a dentist in the UK with the General Dental Council.

Please read this form and guidance carefully to ensure you are applying through the correct route before submitting your application.

This application form and accompanying documents should be posted to:

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

Phone: +44 (0)20 7167 6000

Email: assessments@gdc-uk.org

Section 1 - Your details (please complete in BLOCK letters):

Title: Mr Mrs Ms Miss

Surname:

First names:

GDC Registration no.:

Nationality:
.....

Registered Address:
.....
.....
.....
.....

Postcode:

Other contact details

Daytime tel. no.:

Email address:

Section 2 - Basis of application

Please read the guidance notes before submitting your application

I apply for entry to the General Dental Council's Orthodontics Specialist List on the basis of (please tick):

- Route 1** Exempt person with a specialist qualification in Orthodontics awarded by an EEA Member State where their training began on or after the reference date as listed in Annex 1 of this application form.
- Route 2a** Exempt person with a specialist qualification in Orthodontics awarded by an EEA Member State:
- where training began before the reference date (as listed in Annex 1 of this application form) and
 - the qualification satisfies the requirements laid out in Article 35 of the Directive 2005/36/EEC
- Route 2b** Exempt person with a specialist qualification in Orthodontics awarded by an EEA Member State
- where training began before the reference date (as listed in Annex 1 of this application form) and
 - the qualification does not satisfy the requirements laid out in Article 35 of the Directive 2005/36/EEC and
 - the applicant has been practising as a specialist in Orthodontics in an EEA Member State for at least three consecutive years in the last five years.
- Route 3** Exempt person with a specialist qualification in Orthodontics awarded by an EEA Member State, where the qualification is not listed in Annex 1 of this application form.
- Route 4** Exempt person with a specialist qualification in Orthodontics awarded by the former German Democratic Republic.
- Route 5** Exempt person with a specialist qualification in Orthodontics awarded by the former Soviet Union or the former Yugoslavia.
- Route 6** Specialist Orthodontics qualification awarded from outside the UK.
- Route 7** Knowledge & experience in Orthodontics derived from academic or research work.
- Route 8** Exempt person with a specialist qualification in Orthodontics awarded from outside the EEA and **has not** been able to practise as a specialist in Orthodontics in any EEA Member State, as this qualification **has not** been recognised in another EEA Member State.
- Route 9** Exempt person with a specialist qualification in Orthodontics awarded from outside the EEA, whose qualification **has been accepted** by an EEA Member State allowing them to practise as a specialist in Orthodontics in that EEA State.

Section 3 - Payment

The fee for entry to the Orthodontics Specialist List is £345. If you are applying for entry in November or December, you will also need to pay the annual specialty retention fee of £72 for the following year.

You can pay using a credit or debit card payments on our 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 temporary registration.

Please make payment within 14 days of receiving your payment request form, otherwise your application may be delayed or returned to you.

Section 4 - Signature

I declare the information I have given on this form is accurate and I enclose full documentary evidence in support of my application in accordance with the guidance notes that follow.

Signed: Date:

Guidance notes

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 here: www.gdc-uk.org/privacy / in the guidance accompanying this form.

Original documents

We advise against sending original documents and do not take any responsibility for documents that are lost in the post. You should enclose an additional £10 if you want us to return any of the documents you have sent us.

Exempt persons

For information on exempt person status, please refer to the document "Guidance on entitlement to be treated as an EEA national (2004/38/EC)" which can be found on the website www.gdc-uk.org or by contacting the Registration Assessment Team.

Evidence of Nationality

Please submit either a certified copy of your valid passport or EEA Member State identity card, clearly showing your photograph and personal details, as well as the expiry date of this document.

Application via routes 6 - 9. Documents that must be submitted (if applicable):

- A log book of clinical work, validated by the institution where the work was carried out. Any patient names and addresses should be removed from this document. Please note that if the GDC receives a log book with these details not anonymised, the whole application will be returned.
- References from your training supervisors testifying to your knowledge and experience in Orthodontics. (Please note that character references will not be accepted as part of your application.)
- A curriculum and outline of the course appropriate for the time you underwent the specialist Orthodontics training. This must be authenticated by the Dean, Head of School or Programme Director from the educational institute or hospital where the course was taken.
- A copy of your Curriculum Vitae detailing a complete record of post-graduate study, research, teaching and employment to date.

If you intend to apply via Routes 6 - 9, please note that your application will be assessed by comparing it to the CCST Orthodontics curriculum. You should therefore refer closely to this when putting your application together to understand what specific information may be required. The specialist curricula are available on our website www.gdc-uk.org.

NOTE: When applying via Routes 6 - 9, you must submit one set of original/certified copies and one set of unbound photocopies with your application form.

How you should present your unbound photocopies with your application form:

1. After you have completed the application form and prepared the documents required, please compile them into a bundle and identifying each section clearly.
2. You must make one photocopy of the entire application form and the supporting documents you are submitting with your application. The copy must be in the exact same order as the original application.

3. The photocopied bundle will be scanned so please ensure it meets the following requirements:
 - Photocopied onto A4 size paper only.
 - Ensure the copy is clearly legible and accurately corresponds with the original bundle.
 - Remove any staples, plastic wallets, ring binders and/or folders.
 - We do not accept books and material on electronic format such as discs and USB sticks.
 - For the syllabus, the translated documents should be kept separate from the original language.
4. Your application will be returned to you if it does not meet these requirements or if supporting documents are missing as we are unable to process an incomplete application.

Certified Copies of Original Documents

The GDC's guidelines for the certification of copies of original documents are as follows:

- (i) The document should be first generation photocopy (i.e. a photocopy of the original document, not a photocopy of a photocopy or a fax).
- (ii) The person certifying the copy of the document should be a Notary Public, Commissioner of Oaths, Justice of the Peace, lawyer, solicitor or an authorised officer of an embassy or consulate.
- (iii) The person certifying the copy must confirm in English writing that they have inspected the original document and that the copy of the document they are certifying is 'a true copy of the original document.'
- (iv) The person certifying the copy must also write on the copy their full name, address and if they do not have a stamp, their professional status. They must then sign the copy.
- (v) The person certifying the document cannot be the applicant themselves, a relative or their partner/spouse, even if their professional status is one listed in point (ii).

Translations

Anything that is not in English must be translated according to the GDC's standards:

- (i) The certified translation must be produced by a qualified translator; and
- (ii) The translation must be bound to a photocopy of the specific document; and
- (iii) The translator must confirm in English writing that the translation is an exact translation of the copy attached; and
- (iv) The translator must provide their contact details.
- (v) The Council will not accept a translation of a translation (e.g. a Polish diploma translated into German, then to English from German is not acceptable).

Notification of outcome

The GDC will acknowledge receipt of your application within 10 working days. If any further information is needed, the GDC will contact you within a month of your application being received. You will be notified of the decision of your application in writing within 3 months from the date your application is received and full supporting documentation is in order.

Routes to Registration

Route 1.

Please refer to Annex 1 for a list of recognised specialist qualifications awarded by an EEA Member State (not including the United Kingdom), where training for this award began on or after the specified reference date.

If you hold one of these qualifications, please provide a certified copy of this certificate in its original language and a certified translation into English. You are ONLY eligible to apply via this route if the certificate contains the exact wording as listed in Annex 1.

Route 2a.

If you hold a specialist qualification awarded in an EEA state where your training commenced before the reference date listed for that state (in the table below) AND your qualification satisfies the requirements laid out in Article 35 of the Directive 2005/36/EC, you must submit the following:

- A certified copy of your Orthodontics specialist qualification
- A letter from the competent authority in EEA where you qualified confirming that your specialist qualification in Orthodontics meets the requirements as laid out in Article 35 of the Directive 2005/36/EEC.

If any of these documents are not in English, they must be translated according to the Council's standards.

Country	Relevant Date	Country	Relevant Date
Belgium	27.01.2005	Italy	21.05.2005
Bulgaria	01.01.2007	Latvia	01.05.2004
Cyprus	01.05.2004	Lithuania	01.05.2004
Czech Republic	19.07.2007	Malta	01.05.2004
Denmark	28.01.1980	Netherlands	28.01.1980
Estonia	01.05.2004	Norway	01.01.1994
Finland	01.01.1994	Poland	01.05.2004
France	28.01.1980	Portugal	04.06.2008
Germany	28.01.1980	Romania	17.12.2008
Greece	01.01.1981	Slovenia	01.05.2004
Hungary	01.05.2004	Slovakia	17.12.2008
Ireland	28.01.1980	Sweden	01.01.1994

Route 2b.

If you hold a specialist dental qualification awarded in an EEA state where your training commenced before the reference date listed for that state (in the table above) AND you have been practising as an Orthodontics specialist in the EEA state for at least three consecutive years in the last five years, you must submit the following:

- A certified copy of your specialist qualification
- A letter from the competent authority in the EEA state where you have been working confirming that you have been practising as a Specialist in Orthodontics for at least three consecutive years in the last five years prior to the issue of this letter.

If any of these documents are not in English, they must be translated according to the Council's standards.

Route 3.

If you hold a specialist dental qualification in Orthodontics which is not listed in Annex 1 and was awarded at any time from an EEA Member State, you must submit the following:

- A certified copy of your Orthodontics specialist qualification.
- A certificate issued by the competent authority from the EEA state where you trained confirming that the qualification was awarded following a minimum of three years' full time specialist training as specified in Article 35 of the Directive 2005/36/EC and is treated the same as a qualification from that state as listed in Annex 1.

If any of these documents are not in English, they must be translated according to the Council's standards.

Route 4.

If you hold a qualification in Orthodontics from the former German Democratic Republic, where training commenced before 3 October 1990, you must submit the following:

- A certified copy of your Orthodontics specialist qualification.
- A certificate issued by the competent authority in Germany stating that you have been practising as a specialist in Orthodontics in Germany for at least three consecutive years in the last five years prior to the issue of this certificate; and that you are authorised to practise as a specialist in Orthodontics in Germany under the same conditions as those who have the qualification from Germany as listed in Annex 1.

If any of these documents are not in English, they must be translated according to the Council's standards.

Route 5.

If you hold a specialist qualification in Orthodontics obtained from one of the territories listed in column (a) where the training began before the date listed in column (b), you must submit the following:

- A certificate from the competent authority of the EEA State specified in the corresponding entry in column (c) which states that your specialist qualification in Orthodontics has the same legal validity as the qualification listed in respect of that State in Annex 1; AND
- That you have effectively and lawfully practised Orthodontics in that state for at least three consecutive years during the last five years prior to the issue of this certificate.

If any of these documents are not in English, they must be translated according to the Council's standards.

Column (a) - Territory	Column (b) - Date	Column (c)- EEA State
Former Soviet Union	20 August 1991	Estonia
Former Soviet Union	21 August 1991	Latvia
Former Soviet Union	11 March 1990	Lithuania
Former Yugoslavia	25 June 1991	Slovenia

For applicants applying via routes 6 - 9, it is essential (where applicable) that the following documentation is enclosed with the application:

- A log book of clinical work, validated by the institution where the work was carried out and should not contain any patient names and addresses.
- References from your training supervisors testifying to your experience in Orthodontics.
- A detailed outline of the curriculum and course appropriate for the time you underwent the specialist Orthodontics training. This must be authenticated by the Dean, Head of School or Programme Director from the educational Institute or hospital where the course was undertaken.

- A copy of your Curriculum Vitae detailing a complete record of post-graduate study, research, teaching and employment to date.

Route 6. Specialist Orthodontics qualification awarded from outside the UK

When applying under this route, you must include the following documentation issued by the institute that awarded your qualification:

- A certified copy of your Orthodontics specialist qualification.
- Details of the entry criteria for the course which should include qualifications and training requirements.
- The full curriculum leading to the award of the qualification, diploma or certificate (these should be current at the time at which you were studying for the qualification).
- Details of the duration of training.
- Details of where the training took place e.g. hospital, primary care setting, university.
- Details of how you were supervised including the names and qualifications of your supervisors.
- Details of how you were assessed during your training e.g. examinations, coursework, etc. and the outcomes of these assessments.

If any of these documents are not in English, they must be translated according to the Council's standards.

Route 7. Knowledge of and experience in Orthodontics derived from academic or research work

NOTE: This route is intended to provide access to the specialist lists for those who do not hold a CCST or cannot access the specialist lists in any other way. It is not essential to have completed a specific specialist training programme or qualification, but you must demonstrate that you have experience from academic or research work equivalent to what you might reasonably have been expected to have acquired if you had undertaken the training required for the award of a CCST.

When applying under this route, you must include the following documentation:

- Evidence of any postgraduate qualifications derived from academic or research work including certificates, an abstract of any thesis and a copy of the syllabus.
- Evidence of any supervised clinical practice which could include validated clinical log books, a portfolio of other achievements, course prospectuses and syllabuses, evidence of successful completion of training programmes and any completed work-based assessments, names and qualifications of training supervisors, evidence of any general professional training prior to commencing academic or research work in the specialty.
- Details of research projects you have been involved in, details of grants awarded, abstracts of publications, names and addresses of supervisors, validated logs of clinical treatment undertaken as part of the research project, an outline of your particular clinical or other responsibilities and the ways in which these are deployed e.g. in specialised clinics or specialised laboratory or diagnostics services and details of the duration of your involvement in the specific field of academic or research work.

You can also support your application by including:

- Evidence of a passing mark in relevant membership or fellowship exam(s).
- At least two original reference letters from senior colleagues who are registered and practicing in the relevant specialty testifying to your knowledge and experience in that specialty.
- If applicable, a validated log book demonstrating your formal teaching experience, with evidence of teaching commitments.
- If applicable, evidence of any relevant academic study, including the dates of courses and qualifications, syllabuses, and timetables demonstrating taught components of lectures, tutorials and assignments.

- Any other evidence demonstrating that you meet the requirements and competencies of a CCST.

If any of these documents are not in English, you must have them translated according to the Council's standards.

Route 8. Exempt person with a specialist qualification in Orthodontics awarded from outside the EEA who has not been able to practise as a specialist in Orthodontics as this qualification has not been recognised in another EEA Member State

When applying under this route, provide any of the following documentation that is applicable to you:

- A certified copy of your Orthodontics qualification
- Details of the entry criteria for the course which should include qualifications and training requirements
- The full curriculum leading to the award of the qualification, diploma or certificate (these should be current at the time at which you were studying for the qualification) • Details of the duration of training
- Details of where the training took place e.g. hospital, primary care setting, university
- Details of how you were supervised including the names and qualifications of your supervisors
- Details of how you were assessed during your training e.g. examinations, coursework, etc. and the outcomes of these assessments.

If any of these documents are not in English, they must be translated according to the Council's standards.

Route 9. Exempt person with a specialist qualification in Orthodontics awarded from outside the EEA, which has been accepted by an EEA Member State as allowing you to practise as a Specialist in Orthodontics in that State

When applying under this route, provide any of the following documentation that is applicable to you:

- Certified copies of the dental qualification/s you have been awarded.
- Certified copy of the syllabus at the time of your training.
- Evidence to demonstrate relevant dental knowledge and experience. This could include structured references from consultants and colleagues, abstracts of referred publications, logs of treatment undertaken, course materials written by you for courses you have organized and materials relating to congresses and seminars you have attended.
- Confirmation from the relevant EEA Member State that the specialist Orthodontics qualification is treated the same as a qualification from that state as listed in Annex 1 of this application form.
- Evidence of how equivalence in that relevant EEA Member state was achieved for your Orthodontics qualification - i.e. was there an examination or assessment.
- Evidence of any practise as a Specialist in Orthodontics.
- Any other **relevant** documents to support your application that provide further evidence that the Orthodontic qualification gained, meets the criteria set out in the GDC's curriculum for Orthodontics.

If any of these documents are not in English, they must be translated according to the Council's standards.

ANNEX 1 - A list of Orthodontics Specialist Qualifications awarded in an EEA Member State that are eligible for entry to the GDC's Orthodontics Specialist List

Country	Name of Orthodontics Qualification	Awarding Body	Reference Date (where your training began ON or AFTER this)
Belgium (België/ Belgique/ Belgien)	Titre professionnel particulier de dentiste spécialiste en orthodontie/ Bijzondere beroepstitel van tandarts specialist in de orthodontie	Ministre de la Santé publique/ Minister bevoegd voor Volksgezondheid	27.01 .2005
Bulgaria (България)	Свидетелство за призната специалност по "Ортодонтия"	Факултет по дентална медицина към Медицински университет	01.01.2007
Czech Republic (Česká republika)	Diplom o specializaci (v oboru ortodontie)	1. Institut postgraduálního vzdělávání ve zdravotnictví 2. Ministerstvo zdravotnictví	19.07.2007
Cyprus (Κύπρος)	Πιστοποιητικό Αναγνώρισης του Ειδικού Οδοντιάτρου στην Ορθοδοντική	Οδοντιατρικό Συμβούλιο	01.05.2004
Denmark (Danmark)	Bevis for tilladelse til at betegne sig som specialtandlæge i ortodonti	Sundhedsstyrelsen Styrelsen for Patientsikkerhed	28.01.1980
Estonia (Eesti)	Residentuuri lõputunnistus ortodontia erialal Ortodontia residentuuri lõpetamist tõendav tunnistus	Tartu Ülikool	01.05.2004
Finland (Suomi)	Erikoishammaslääkärin tutkinto, hampaiston oikomishoito/ Specialtand-läkarexamen, tandreglering	Yliopisto	01.01.1994
France	Titre de spécialiste en orthodontie	Conseil National de l'Ordre des chirurgiens dentistes	28.01.1980
Germany (Deutschland)	Fachzahnärztliche Anerkennung für Kieferorthopädie	Landeszahnärztekammer	28.01.1980
Greece (Ελλάς)	Τίτλος Οδοντιατρικής ειδικότητας της Ορθοδοντικής	— Περιφέρεια — Νομαρχιακή Αυτοδιοίκηση — Νομαρχία	01.01.1981

Hungary (Magyarország)	Fogszabályozás szakorvosa bizonyítvány	Nemzeti Vizsgabizottság	01.05.2004
Ireland	Certificate of specialist dentist in orthodontics	Competent authority recognised for this purpose by the competent minister	28.01.1980
Italy (Italia)	Diploma di specialista in Ortognatodonzia	Università	21.05.2005
Latvia (Latvija)	"Sertifikāts" – kompetentas Iestādes izsniegts dokuments, kas apliecina, ka persona ir nokārtojusi sertifikācijas eksāmenu ortodontijā	Latvijas Ārstu biedrība	01.05.2004
Lithuania (Lietuva)	1.Rezidentūros pažymėjimas, nurodantis suteiktą gydytojo ortodonto profesinę kvalifikaciją 2.Rezidentūros pažymėjimas (gydytojo ortodonto profesinė kvalifikacija)	Universitetas	01.05.2004
Malta	Ċertifikat ta' speċjalista dentali fl-Ortodonzja	Kumitat ta' Approvazzjoni dwar Speċjalisti	01.05.2004
Netherlands (Nederland)	Bewijs van inschrijving als orthodontist in het Specialistenregister	Registratiecommissie Tandheelkundige Specialisten (RTS) van de Koninklijke Nederlandse Maatschappij tot bevordering der Tandheelkunde	28.01.1980
Norway (Norge)	Bevis for gjennomgått spesialistutdanning i kjeveortopedi	Odontologisk universitetsfakultet	01.01.1994
Poland (Polska)	Dyplom uzyskania tytułu specjalisty w dziedzinie ortodoncji	Centrum Egzaminów Medycznych	01.05.2004
Portugal	Título de Especialista em Ortodontia	Ordem dos Médicos Dentistas (OMD)	04.06.2008
România	Certificatul de specialist în Ortodonție și Ortopedie dento-facială	Ministerul Sănătății	17.12.2008
Slovenia (Slovenija)	Potrdilo o opravljenem specialističnem izpitu iz čeljustne in zobne ortopedije	1. Ministrstvo za zdravje 2. Zdravniška zbornica Slovenije	01.05.2004
Slovakia (Slovensko)	Diplom o špecializácii v špecializačnom odbore čelústna ortopédia	Univerzita	17.12.2008
Sweden (Sverige)	Bevis om specialistkompetens i ortodonti	Socialstyrelsen	01.01.1994