

## 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

For queries phone: +44 (0)20 7167 6000 or email: [assessments@gdc-uk.org](mailto:assessments@gdc-uk.org)

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

Title: .....

Surname: .....

First names: .....

GDC Registration no.:

Nationality: .....

Address: **This is the address you use for your GDC registration**

.....  
.....  
.....  
.....

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** Dentist with a specialist qualification in Orthodontics awarded by an EEA Member State or Switzerland where their training began on or after the reference date as listed in Annex 1 of this application form.
- Route 2** Specialist Orthodontics qualifications awarded from outside the UK.
- Route 3** Knowledge and experience in Orthodontics derived from academic or research work.

**Section 3 – Payments**

There is a fee to join the Specialist List of £345.

There is also an annual retention fee of £72. If you are applying to join a list in November or December you will need to pay the annual specialty retention fee of £72, for the following year.

If your application is successful, payment of the fee will be requested and can may be made using a credit or debit card on our e-payment portal, eGDC. You will be automatically added to the Specialist List once your payment has cleared when you will be able to use the title of Specialist.

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

If you wish to have any of the documents you have submitted returned please identify them accordingly and tick the box below. There is a £10 charge for this service.

I have documents that I want returned and will pay £10 on request

**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 UK General Data Protection Regulation, General Data Protection Regulation ((EU) 2016/679) 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 [gdc-uk.org/privacy](http://gdc-uk.org/privacy) in the guidance accompanying this form.

### Original documents

We advise against sending original documents unless you are requested to do so. We cannot take responsibility for any documents lost in the post. If you want us to return any of the documents you have sent, please enclose an additional £10 to cover the cost of this. If original documents are required, it is recommended that you send a certified copy of the original documents (guidelines for certification and translation on provided on page 4).

### Application via routes 2 – 3. 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 postgraduate study, research, teaching and employment to date.

If you intend to apply via Routes 2 – 3, 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 [gdc-uk.org](http://gdc-uk.org).

**Note: when applying via Routes 2 – 3, you must submit one set of original/certified copies and one set of unbound photocopies with your application form.**

### Guidance on 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 sort them into a bundle with each section clearly identified, preferably with section dividers.
2. You must include a duplicate of the application form and all the supporting documents you are submitting with your application. This copy bundle 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.

- Each copy is clearly legible and accurately corresponds with the original bundle.
- There are no 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.

**Please note: we are unable to process an incomplete application, and so your bundle will be returned if any documents are missing or do not meet the above requirements.**

## Certified copies of original documents

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

1. The document should be first generation photocopy (i.e. a photocopy of the original document, not a photocopy of a photocopy or a fax).
2. The person certifying the copy of the document must be a Notary Public, Commissioner of Oaths, Justice of the Peace, lawyer, solicitor or an authorised officer of an embassy or consulate.
3. The person certifying the copy must confirm in written English 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.
4. 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; these must all be written in English. They must then sign the copy.
5. The person certifying the document cannot be the applicant, a relative or their partner/spouse, even if their professional status is one listed in point (2).

## Translations

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

1. The certified translation must be produced by a qualified translator
2. The translation must be bound to a photocopy of the specific document
3. The translator must confirm in English writing that the translation is an exact translation of the copy attached, and
4. The translator must provide their contact details.
5. 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 four weeks of your application being received.

You will be notified of the decision of your application in writing within 12 weeks 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 or Switzerland, 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.

**For applicants applying via routes 2 – 3, 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 postgraduate study, research, teaching and employment to date.

### **Route 2. 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 3. 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.

**REVISED: 13 April 2021**

**ANNEX 1 - A list of Orthodontics Specialist Qualifications awarded in an EEA Member State or Switzerland 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)
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 January 2005
Bulgaria (България)	Свидетелство за призната специалност по "Ортодонтия"	Факултет по дентална медицина към Медицински университет	1 January 2007
Czech Republic (Česká republika)	Diplom o specializaci (v oboru ortodontie)	1. Institut postgraduálního vzdělávání ve zdravotnictví 2. Ministerstvo zdravotnictví	19 July 2007
Cyprus (Κύπρος)	Πιστοποιητικό Αναγνώρισης του Ειδικού Οδοντιάτρου στην Ορθοδοντική	Οδοντιατρικό Συμβούλιο	1 May 2004
Denmark (Danmark)	Bevis for tilladelse til at betegne sig som specialtandlæge i ortodonti	Sundhedsstyrelsen Styrelsen for Patientsikkerhed	28 January 1980
Estonia (Eesti)	Residentuuri lõputunnistus ortodontia erialal Ortodontia residentuuri lõpetamist tõendav tunnistus	Tartu Ülikool	1 May 2004
Finland (Suomi)	Erikoishammaslääkäarin tutkinto, hampaiston oikomishoito/ Specialtandläkarexamen, tandreglering	Yliopisto	1 January 1994
France	Titre de spécialiste en orthodontie	Conseil National de l'Ordre des chirurgiens dentistes	28 January 1980
Germany (Deutschland)	Fachzahnärztliche Anerkennung für Kieferorthopädie	Landeszahnärztekammer	28 January 1980
Greece (Ελλάς)	Τίτλος Οδοντιατρικής ειδικότητας της Ορθοδοντικής	— Περιφέρεια — Νομαρχιακή Αυτοδιοίκηση — Νομαρχία	01 January 1981
Hungary (Magyarország)	Fogszabályozás szakorvosa bizonyítvány	Nemzeti Vizsgabizottság	1 May 2004
Ireland	Certificate of specialist dentist in Orthodontics	Competent authority recognised for this purpose by the competent minister	28 January 1980

Italy (Italia)	Diploma di specialista in Ortognatodonzia	Università	21 May 2005
Latvia (Latvija)	"Sertifikāts" – kompetentas leštādes izsniegts dokuments, kas apliecina, ka persona ir nokārtojusi sertifikācijas eksāmenu ortodontijā	Latvijas Ārstu biedrība	1 May 2004
Lithuania (Lietuva)	1.Rezidentūros pažymėjimas, nurodantis suteiktą gydytojo ortodonto profesinę kvalifikaciją 2.Rezidentūros pažymėjimas (gydytojo ortodonto profesinė kvalifikacija)	Universitetas	1 May 2004
Malta	Ċertifikat ta' speċjalista dentali fl- Ortodonzja	Kumitat ta' Approvazzjoni dwar Speċjalisti	1 May 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 January 1980
Norway (Norge)	Bevis for gjennomgått spesialistutdanning i kjeveortopedi	Odontologisk universitetsfakultet	1 January 1994
Poland (Polska)	Dyplom uzyskania tytułu specjalisty w dziedzinie ortodoncji	Centrum Egzaminów Medycznych	1 May 2004
Portugal	Título de Especialista em Ortodontia	Ordem dos Médicos Dentistas (OMD)	4 June 2008
România	Certificatul de specialist în Ortodonție și Ortopedie dento-facială	Ministerul Sănătății	17 December 2008
Slovenia (Slovenija)	Potrdilo o opravljenem specialističnem izpitu iz čeljustne in zobne ortopedije	1. Ministrstvo za zdravje 2. Zdravniška zbornica Slovenije	1 May 2004
Slovakia (Slovensko)	Diplom o špecializácii v špecializačnom odbore čelustná ortopédia	Slovenská zdravotnícka univerzita	17 December 2008
Sweden (Sverige)	Bevis om specialistkompetens i ortodonti	Socialstyrelsen	1 January 1994
Switzerland (Schweiz)	Diplom für Kieferorthopädie Diplôme fédéral d'orthodontiste Diploma di ortodontista	- Eidgenössisches Departement des Innern und Schweizerische Zahnärzte-Gesellschaft - Département fédéral de l'intérieur et Société suisse d'odonto-stomatologie - Dipartimento federale dell'interno e Società Svizzera di Odontologia e Stomatologia	1 June 2002