

Application for entry to the GDC's Specialist Lists

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

(This application form is **not** for entry to the Council's Orthodontic or Oral Surgery Specialist Lists - please contact the Assessment Team for further information.)

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 am applying for entry to the following Specialist List (please tick):

- Paediatric Dentistry**
- Endodontics**
- Prosthodontics**
- Restorative Dentistry**
- Dental Public Health**
- Oral Medicine**
- Oral Microbiology**
- Oral & Maxillofacial Pathology**
- Dental & Maxillofacial Radiology**
- Periodontics**
- Special Care Dentistry**

Please submit a separate application for each Specialist List you wish to apply for.

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

- Route 1** Holding specialist dental qualifications awarded outside the UK
- Route 2** Having knowledge and experience derived from academic or research work in the specialty in question.

Section 3 - Payment

The fee for entry to the 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.

Essential documents

When preparing your application for submission, the Council advises that the following documents be included (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 the relevant specialism. Please note character references will not be accepted as part of your application.
- A curriculum and outline of the course appropriate for the time you underwent specialist 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.

CCST Curriculum

Applications for entry onto the Specialist Lists are assessed with reference to the current relevant CCST curricula. You should therefore refer closely to these 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 submitting your application, you must submit one set of original/certified copies and one set of unbounded 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. Specialist 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 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 or 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 2. Knowledge of and experience in the specialty in question 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, and 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, 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, they must be translated according to the Council's standards.

Information for "Exempt Persons"

Exempt persons applying via Routes 1 or 2 can also submit the following additional information if it is relevant to their application:

- Evidence of any relevant dental qualification;
- Information regarding relevant knowledge and experience in the specialty, wherever acquired;

If the specialist qualification relating to the relevant specialty was granted from outside the EEA but has been accepted by an EEA Member State allowing you to practice as a specialist in that state, please provide evidence of how this qualification was recognised i.e. through examinations, supervised clinical work, assessment of skills and knowledge, etc.