

## 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 Orthodontic or Oral Surgery Specialist Lists – separate forms are available for these on the specialist lists section of our website [gdc-uk.org](http://gdc-uk.org).**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Dental & Maxillofacial Radiology | <input type="checkbox"/> Oral & Maxillofacial Pathology |
| <input type="checkbox"/> Periodontics                     | <input type="checkbox"/> Paediatric Dentistry           |
| <input type="checkbox"/> Dental Public Health             | <input type="checkbox"/> Prosthodontics                 |
| <input type="checkbox"/> Endodontics                      | <input type="checkbox"/> Restorative Dentistry          |
| <input type="checkbox"/> Oral Medicine                    | <input type="checkbox"/> Special Care Dentistry         |
| <input type="checkbox"/> Oral Microbiology                |   |

**Please note: You should submit a separate application for each Specialist List you wish to join.**

I am applying for entry on to the list above on the basis of:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Route 1</b> | Holding specialist dental qualifications awarded outside the UK        |
| <input type="checkbox"/> <b>Route 2</b> | Having knowledge and experience 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](https://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).

### Essential documents

When preparing your application for submission, we advise that the following documents be included (if applicable):

1. A logbook of clinical work validated by the institution where the work was carried out. The validated logbook should show:
  - The validator's name – printed and in full
  - The validator's job title – printed and in full
  - The validator's original signature
  - The validator must confirm that it is a true and accurate record of your work

Your evidence must contain the original signature of the person validating the evidence.

Do not send a photocopy of the validator's signature. Please ensure their name and position is clear.

Any patient names and addresses should be removed/redacted from this document.

**Please note that if we receive a logbook with details not anonymised, we will have to return the whole application.**

2. A minimum of two clinical 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. **These must be originals and with 'wet' signatures.**
3. 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.
4. A copy of your Curriculum Vitae detailing a complete record of postgraduate study, research, teaching and employment to date.

## CCST Curriculum

Applications for entry onto the Specialist Lists are assessed with reference to the current relevant Certificate of Completion of Specialist Training (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 [gdc-uk.org](http://gdc-uk.org).

**Please note: you must submit one set of original/certified copies and one set of unbounded 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. 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 (see page 5).

### **Route 2. Knowledge of and experience in the specialty in question derived from academic or research work.**

**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).
- Evidence of any leadership and management experience, clinical governance work, audit work, or teaching activity, where possible mapped against the UK specialty curricula.
- 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 logbook 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 in line with the GDC's standards.

**REVISED: 13 April 2021**