

Information for Special Purpose Registration

The following is provided to assist in completing Form D301 *Application for Special Purpose Registration in Queensland under the Dental Practitioners Registration Act 2001*.

Certified Copies of Documents

All copies of documents to be provided for registration purposes must be certified copies, that is, copies certified by a Justice of the Peace, Commissioner for Declarations or other authorised person as true copies of the original documents.

Qualifications

As proof of qualifications, all applicants must include the following with their application form:

- A certified copy of the degree, examination or assessment certificate nominated in the application; and
- if qualifications documents are not in English, an English translation by a certified translator.

Special Purpose Activity

A letter from the relevant university, association or body or Queensland Health must be provided detailing the special purpose activity for which registration is being sought.

Fitness to Practise

In deciding whether an applicant for special purpose registration is fit to practise the profession, the Board, pursuant to sections 45(1) and 120 of the *Dental Practitioners Registration Act 2001*, may have regard to such matters as:

- the applicant's mental and physical health;
- the applicant's command of the English language;
- the applicant's criminal history
- whether the applicant holds/has held registration that is/was affected by the imposition of a condition, suspension, or cancellation, or in some other way;
- any other issue relevant to the applicant's ability to competently and safely practise the profession.

In relation to an applicant's command of the English language, if the Board requires it, you may be asked to undertake and pass an examination, approved by the Board, of your proficiency in the English language.

In relation to an applicant's "criminal history", the term "criminal history" means:

- every conviction for an offence, in Queensland or elsewhere;
- every charge made against the applicant for an offence in Queensland or elsewhere.

Nonetheless, you can exclude consideration of parking or minor traffic infringements when answering on the Application form, the question "Do you have a criminal history?".

Where the Board has regard to an applicant's criminal history in deciding upon an applicant's fitness to practise the profession, the Board, pursuant to section 45(2), must have particular regard to any conviction that an applicant has:

- for an indictable offence;
- for an offence against:
 - the Dental Act 1971 (repealed);
 - the Dental Practitioners Registration Act 2001;
 - the Health Practitioners (Professional Standards) Act 1999; or
 - a law providing for the same matter in another State, the Commonwealth or another country.
- for an offence relating to the practice of the profession against:
 - the Health Act 1937;
 - the Fair Trading Act 1989;
 - another law in Queensland, the Commonwealth another State or another country.

If you answer YES to any questions on the application form pertaining to fitness to practise – other than the question pertaining to your command of the English language - a full explanation of the circumstances must be provided with your application.

Blood Borne Viruses

In relation to the Fitness to practise - blood borne viruses questions - you need to be in a position to answer "Yes" to the question by having been tested for blood borne viruses in the last three years. This is because the Board considers it is the responsibility of individual dental practitioners to be aware of their infection status for HIV, Hepatitis B and Hepatitis C and testing should be undertaken prior to commencement of work requiring the performance of exposure prone procedures and repeat testing at least every three years.

The Board's Policy #9, *Dental Practitioners_Infected with Blood Borne Viruses* is enclosed.

Board's Powers before Deciding Applications

Before deciding an application, the Board is empowered, pursuant to sections 46(1) and 120 of the *Dental Practitioners Registration Act 2001*, to do any of the following should it so choose:

- investigate the applicant
- require the applicant to give the Board further information or documentation
- require the applicant to undergo a written, oral or practical examination
- require the applicant to undergo a health assessment.

Proof of Identity

The following must be presented as proof of identity:

- Certified copy of Driver's Licence, Passport, or other official identification which includes a photograph;
- Two recent passport-type photographs of the applicant endorsed on the back by a witness as follows:
 - “I (witness) certify this photograph to be a true likeness of (applicant's name)” and signed and dated on the back by the witness and the applicant.
- If a name change is applicable, a certified copy of marriage certificate or deed poll to verify the present name against the name under which the applicant qualified.

Proof of Registration Status and Standing Elsewhere

If you hold registration elsewhere that gives you legal authority to currently practise dentistry, you must present the following as proof of registration status and standing elsewhere:

- A copy of your current annual practising certificate from each registration body elsewhere with whom you currently hold registration – *to be provided with the application form*; AND
- A Certificate of Good Standing from each registration body with whom you currently hold such registration authority – applicant to arrange for Certificate to be forwarded directly from the registration body to the Board. The date of issue of a Certificate of Good Standing must not pre-date your application by more than 3 months.

If you recently held registration elsewhere to practise dentistry, but such authority is no longer current, OR if you continue to hold registration elsewhere but not the authority to currently practise in that jurisdiction, you must present the following as proof of standing:

- A Certificate of Good Standing from each registration body with whom you recently held such registration authority – applicant to arrange for Certificate to be forwarded directly from the registration body to the Board. The date of issue of a Certificate of Good Standing must not pre-date your application by more than 3 months.

References

Two references certifying to your good fame and character must be provided on the Board forms provided with the application form. The Referees should be persons who have known you for at least 12 months and are not your relatives or a person who may have a vested interest in supplying a reference.

Public Sector Dental Workforce Scheme

Applicants for special purpose registration for the purpose of practising under the Public Sector Dental Workforce Scheme, may be granted special purpose registration for up to three years. The registration will be subject to:

- employment in the public sector in Queensland; and
- annual renewal of registration; and
- satisfactory reports from the approved supervisor/s; and
- successful completion of the Australian Dental Council final Clinical Examination

Registration Conditions

The Board may grant special purpose registration with conditions in accordance with its Guidelines for Supervised Practice. Any conditions imposed will be advised in an information notice.

Prescribed Application and Registration Fees

The current fees (in Australian dollars) to be submitted with an application for Special Purpose Registration are as follows:

- \$202.00 (if registering for a period of not more than 3 months); or
- \$277.00 (if registering for a period of more than 3 months but not more than 6 months);
- or

\$426.00 (if registering for a period of more than 6 months but not more than 1 year).

All fees are prescribed under the *Dental Practitioners Registration Regulation 2001*. The fees do NOT include a Goods and Services Tax (GST) component as they are GST exempt.

The following refund entitlements are prescribed by law under the Registration Regulation. [In all cases the application fee component of the total fees payable is not refundable.]

- Should your application for registration be refused, or you withdraw your application before it is decided, you are entitled to a refund of the pro-rata registration fee you paid.
- If you are granted registration but decide to surrender it within 3 months of it being granted, you are entitled to a proportional refund [comprising the pro-rata registration fee paid less an amount equal to the prescribed fee for registration of not more than 3 months].
- If you choose to surrender registration more than 3 months after it is granted, you are not entitled to any refund.

Failure to complete the application form in full, and to submit the documentation specified, may delay consideration of the application.

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