

Application for registration in New Zealand for orthodontic auxiliaries with prescribed qualifications

April 2018

- This application is to be used by applicants with prescribed qualifications for the orthodontic auxiliary scope of practice, who are seeking eligibility to apply for registration in New Zealand.
- The information and fees contained in this form are correct as at the above date. Please note fees are subject to change – you can check the current fee schedule on our website at www.dcnz.org.nz/resources-and-publications/resources/fees
- Please print all answers clearly.
- Please submit all supporting documents with your application. Incomplete applications will be returned.

Name	
Given names	Family name
Other names	Title
<p>If your name differs from any previous Dental Council documentation or from those displayed on your dental qualification, and you haven't previously submitted the supporting documentation, please tick box to show reason, and attach evidence.</p> <p> <input type="checkbox"/> Marriage <input type="checkbox"/> Deed poll <input type="checkbox"/> Common use <input type="checkbox"/> Other (explain) </p>	

Contact details		
<p>Section 140 of the Health Practitioners Competence Assurance Act 2003 requires that all registered practitioners keep the Dental Council informed of their current postal, residential and, if relevant, practice addresses. All written communications will be sent to your postal address.</p>		
Postal address	Residential address (if different from your postal address)	New Zealand practice address (if known)
Street	Street	Street
Suburb	Suburb	Suburb
City	City	City
Postcode	Postcode	Postcode
Country	Country	Country
Phone	Phone	Phone
Mobile	Mobile	Mobile
Fax	Fax	Fax
Email	Email	Email

Level 11, 109-125 Willis Street, Wellington, 6011 | PO Box 10-448, Wellington, 6143, New Zealand
 T: +64 4 499 4820 | F: +64 4 499 1668 | E: inquiries@dcnz.org.nz

Dental qualifications

Please select one of the following prescribed qualifications, provide the necessary details and **attach** certified copies of the certificates specified in the table below:

Certificates required	Graduate certificate of orthodontic assisting	Certificate of orthodontic assisting
Academy Assisting – Technique and Theory	✓	✓
Clinical Efficiency Retreat	✓	✓
New Zealand Association of Orthodontists	N/A	✓

Name of qualification	Issuing authority	Year awarded	Dates attended
Graduate certificate of orthodontic assisting	Academy of Orthodontic Assisting		
Certificate of orthodontic assisting	New Zealand Association of Orthodontists		

Previous registration applications

Have you previously applied for registration with the Dental Council?

Yes No

If yes, please provide your registration/application/candidate number (if known):

Professional competence

Disclosure of information concerning your competence to practice is required to enable the Council to carry out its principal purpose of 'protecting the health and safety of members of the public' and to ensure you satisfy the statutory requirements for registration.

You must provide details of any competence inquiries, conditions on your employment or registration; and termination or suspension of registration or employment. Any correspondence with you concerning your responses to the sections on fitness or competence to practice will be sent to you in envelopes marked "Private and Confidential". You may wish to nominate an alternative address for correspondence on any fitness or competence issues.

Are you now, or have you ever been, the subject of competence enquiry by an employer, a registration or professional body or educational institution in respect of any matter that was, or may be, the subject of professional disciplinary proceedings?

Yes No

Have you now, or have you ever had any conditions on your registration or employment?

Yes No

Have you ever had your employment or registration terminated or suspended?

Yes No

If you have answered yes to any of these questions, please **attach** full details on a separate sheet.

Competence in English

The Dental Council considers that effective English and communication skills are a pre-requisite to practising as an oral health practitioner in New Zealand. Without the necessary communication skills the informed consent and active participation of the patient may be jeopardised. You are required to demonstrate that you can comprehend and communicate in English to an acceptable standard.

If English is not your first language; and you have not obtained a qualification in dentistry, dental hygiene or dental therapy in New Zealand, Australia, United Kingdom, USA, Eire or Canada where English is the sole language of instruction and assessment, you must sit and pass a Council-approved language competency test. The Council's English language policy <http://www.dcnz.org.nz/assets/Uploads/Policies/English-competence-and-English-tests-policy.pdf> provides details on the approved English language tests.

Is English your first language (i.e. spoken from birth)?

Yes No

Have you completed undergraduate dental training completed in English, with English being the sole language of instruction and assessment and in a country where English is the first and prime language?

Yes No

Have you passed a Council-approved English language test to the required level?

Yes No

If English is not your first language, and your oral health training was not completed in English you must sit and pass a Council-approved language competency test to the required level and **attach** a copy of your English test result to this application.

Mental and physical condition

You are required to disclose any mental physical condition; impairment or addiction and provide full details.

Transmissible major viral infections (TMVI)

Please **attach** an original typed and signed laboratory report on your serological status as related to the viruses listed below:

- Human immunodeficiency virus (HIV)
- Hepatitis B (HBV)
- Hepatitis C (HCV).

The laboratory report must include the following:

- Serological test results for HIV (HIV antibody and HIV antigen), and
- Serological test results for HCV (Hepatitis C antibody), and
- Serological test results for HBV (HBV surface antigen and HBV surface antibody) OR evidence of immunity to HBV (Absence of HBV antigen, and HBV antibodies > 10IU/L) by way of an original typed and signed report which includes serological test results for HBV, from a laboratory as listed below.

You must ensure that the test request form includes a request for your identity to be verified against your passport photograph, in the "clinical details" section, and your passport number is recorded on the form.

The report must be from one of the laboratories listed below:

- A New Zealand registered International Accreditation New Zealand (IANZ) laboratory
- An overseas laboratory which is party to a mutual recognition arrangement with the IANZ
- A laboratory registered to provide services for New Zealand Immigration.

Please note that the report must be less than **three months** old at the time of receipt. The only exception to this is that past evidence of hepatitis B immunity (absence of surface antigen with a surface antibody of ≥ 10 IU/L), from a laboratory listed above, will be accepted.

If you have a positive test result, your application will be referred to the Council's TMVI Panel. The panel will request further testing to inform its recommendation to the Council about your fitness to register as an oral health practitioner in New Zealand. The Council will decide on your eligibility for registration.

All registered oral health practitioners must comply with the obligations set in the Council's transmissible major viral infections (TMVI) practice standard available on our website at <http://dcnz.org.nz/i-practise-in-new-zealand/standards-framework/>

Have you ever been affected by a mental or physical condition with the potential to affect your fitness to practice? Please detail neurological, psychiatric or addictive (drugs or alcohol) disorders (including physical deterioration due to injury, disease or degeneration).

Yes No

If yes, please **attach** full details on a separate sheet. Include: details of illness, duration of treatment, name and contact details of treating practitioner, involvement of teaching institution/employer.

I confirm I have **attached** my laboratory report to this application? (Please note your application cannot progress without this document).

Yes No

Convictions

Have you ever been convicted of an offence punishable by imprisonment for a term of three months or longer by any Court in New Zealand or any other country?

Yes No

If yes, please **attach** a certified copy of your conviction history.

Conduct/character

Are you now, or have you ever been, the subject of an investigation by an employer, a registration or professional body or educational institution in respect of any matter that was, or may be, the subject of professional disciplinary proceedings?

Yes No

If yes, please **attach** full details on a separate sheet. Include (if applicable) conditions on your registration/employment.

Dental Register

The Dental Council collects personal information from you for the purpose of administering the provisions of the Health Practitioners Competence Assurance Act 2003. In collecting and handling your personal information the Dental Council will comply with this Act and the Privacy Act 1993.

Under the Act certain information including your name, registration number, scope of practice and qualifications must be included on the dental Register and made publicly available. In addition the Act requires you to provide the Dental Council with your current postal, residential and practice addresses. However, your address, phone, fax and email details can only be published if you agree.

The personal information that appears on the public dental Register will also be made available to the Ministry of Health for inclusion in the Health Practitioner Index (HPI). The Dental Council may provide the Ministry with further personal information about you such as your date of birth or gender, if the Ministry requires this information to verify your identity under the HPI. This may be necessary, for example, if there are two or more health practitioners who have the same name. Such further information will be given to the Ministry only on an individual basis and only if the Dental Council is satisfied that your privacy is protected. This information will not be published or disclosed to any others. You have a right to request access to, and correction of, personal information about you held by the Dental Council.

Do you want your address details published on the dental register?

Yes (please specify): Postal Practice Residential

No, do not publish my details

Do you want your contact details to be published on the Register?

Yes (please specify): Email and/or Phone and/or Fax

No, do not publish my details

Please note that all documentation where identification verification is required must be **certified by the same person**, as authorised to take your statutory declaration and listed in the authorised witness list on page 6 of this form. Identification documentation includes your passport photo, copies of your identification pages, *Verification of Identity and Statutory Declaration* sections of this form.

Identification

Please **attach** certified copies of the identification pages of your current passport, including the signature page, to confirm your identity. If you are a New Zealand citizen, you may substitute a certified copy of your current New Zealand driver's licence in place of the identification pages of your passport.

Please note if a certified copy of your identification has not been provided with this form, or the form of identification provided has expired, your application will be returned as incomplete.

Birthplace (including country)	Date of birth (day, month, year)
--------------------------------	----------------------------------

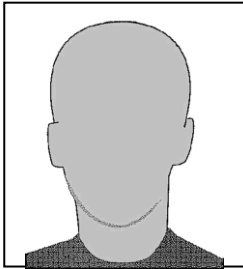
Gender (please tick) Male Female

Certified photograph

When submitting your application for registration you are required to provide with your application one certified colour passport-size photograph of yourself for the purpose of identification. The photograph must not be older than three months. **Please note** that applications that do not include a properly certified photograph will be returned as incomplete.

Certification on the reverse side of the photograph must include: the signature of the certifying officer, clearly printed full name of the certifying officer, and the date. The following statement must also be included: "I certify that this is a true likeness of [applicant's full name]." (See below)

FRONT



BACK

I certify that this is a true likeness of
[applicant's full name].

[Signature of certifying officer **and** printed full name of certifying officer]

[Date]

Attach 1 certified passport photo here.

Verification of identity (to be completed by the same person taking your statutory declaration on page 6)

I _____ (full name) confirm that I have compared the attached one recent passport sized photograph of the applicant and the photograph in the applicant's identification document, being-

Identification type (select one):

- Passport no.....
- New Zealand driver's licence no.....

Date of expiry ____/____/____
 Day Month Year

with the applicant before me and, that in my opinion, they are a true and faithful likeness and I am satisfied that the applicant before me is the person to whom the identification relates. I have certified the copies of the applicant's identification documentation as true copies of the original documents sighted and have certified the attached photograph as a true and faithful likeness of the person before me.

Signed _____

Date ____/____/____
 Day Month Year

Title _____

Statutory declaration

The information you give in this application is the subject of a statutory declaration to be sworn by you under the Oaths and Declarations Act 1957. If you provide false or misleading information your application may be declined or the Dental Council may cancel your registration. You may also, under the Health Practitioners Competence Assurance Act 2003, be liable on conviction to a fine of up to \$10,000. **Applicants are cautioned to complete the application carefully and honestly.**

Your declaration must be made before an authorised witness from the list below. Please note authorised witnesses may differ depending upon the country in which your declaration is made.

I SOLEMNLY AND SINCERELY DECLARE THAT:

1. I am the person named in the attached documents, and the information I have provided in this application form is true and correct.
2. I understand the information I have provided is to be used by the Dental Council and its agents for the purpose of considering my application and such information may be disclosed to agents of the Council for such purpose.
3. I understand the Council may seek further information from me, or any person or organisation, concerning this application and I consent to the collection. I understand the Council is authorised to obtain further information from me, or any person or organisation, concerning this application under the Health Practitioners Competence Assurance Act 2003 and I consent to the collection of such information by the Council or its agents. I further understand that although the provision of any information by me is voluntary, if I refuse to provide any information this may affect the Council's consideration of my application.
4. I understand I am entitled to access the information held by the Council regarding this application by a request in writing and I may request the correction of any incorrect information.
5. I understand registration and a current annual practising certificate (APC) with the Dental Council is necessary before I am permitted to practise as an oral health professional in New Zealand.
6. I understand that under the Health Practitioners Competence Assurance Act 2003, my registration may be cancelled if I make a false or misleading representation or declaration (whether oral or written). Other penalties may also apply if I make a false declaration.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Sign your declaration in front of an authorised witness from the list below.

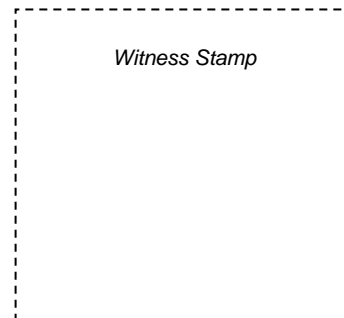
Applicant's signature _____

Declared at _____ on ____ / ____ / ____
Place Day Month Year

In the presence of

Signature of authorised witness

Authorised witnesses full name



Authorised witness:

Please select your witness title from the list below. Authorised witnesses may differ depending on where the statutory declaration is made: in New Zealand, another Commonwealth country, or a non-Commonwealth country.

In New Zealand

- Enrolled barrister and solicitor of the High Court of NZ
- Justice of the Peace
- Notary Public
- Court Registrar or Deputy Registrar
- Member of Parliament

In other Commonwealth countries

- Solicitor of the High Court of New Zealand
- Justice of the Peace
- Notary Public
- Judge
- Commissioner of Oaths
- Commonwealth representative
- Other person authorised by the law of your country to administer an oath there for the purpose of a judicial proceeding).
Please specify title:

.....

In non-Commonwealth countries

- Solicitor of the High Court of New Zealand
- Notary Public
- Judge
- Commonwealth representative

Payment

- Cheque (must be payable to the Dental Council and must be drawn on a New Zealand trading bank)
- Credit card (provide details below)

Type of card	VISA / MASTERCARD (ONLY)			
Name on card				
Expiry date				
Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fees

PLEASE NOTE: If you already hold a current, New Zealand APC, your APC fee may differ slightly from the one listed below. Please contact inquiries@dcnz.govt.nz for more information.

Upon registration each candidate must choose one of the following options (APC or retention) and will be charged accordingly:

Fee A	Registration	<input type="checkbox"/>	\$546.16
Fee B	APC (including disciplinary levy)	<input type="checkbox"/>	\$846.53
	Retention	<input type="checkbox"/>	\$129.21
Total amount payable (A & B)			
Cardholder signature			

Please remember to keep copies of your application form and all accompanying documents.

Please note that all incomplete applications will be returned to the applicant.