



Application for Registration as a Dental Technologist in Ontario (General Class)

Online Application Instructions

Applicants applying for a General Certificate of Registration must meet all application requirements to be eligible for registration.

***NOTE:** The College of Dental Technologists of Ontario (CDTO) requires that your application information remains current at all times. You must update the CDTO within 7 days of the effective date of any change.*

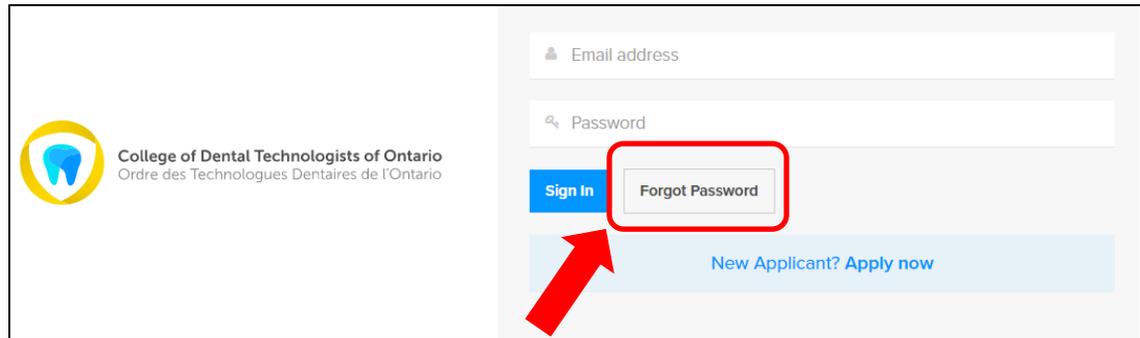
Before you start the online application:

1. For optimal user experience, please do not use a smartphone or tablet.
2. When setting a new password:
 - a. Include a capital letter, a number, and a special character [! @ # \$ % & * +] and
 - b. Do not use your first/middle/last name/birth date.
 - c. The password must be identified as “strong” or it will not be accepted.
3. Have the following available:
 - a. Proof of Employment Eligibility Status (i.e. Canadian passport, Permanent Resident Card, etc.)
 - b. Colour Passport-sized photo taken within the last 12 months,
 - c. Proof of Professional Liability Insurance (i.e. Certificate), and
 - d. Credit card: VISA® or MasterCard® are the only accepted methods of payment.
4. Remember to **add info@cdto.ca** to your safe senders’ list to ensure receipt of emails sent.
5. Your online application information will be saved as you enter it. If you are not able to complete the process in one attempt, you may return at a later time to continue.
6. During payment process **do not** shut down your computer or use your browser’s back button or refresh your screen. Be advised that the only methods of payment are VISA® or MasterCard®.

Registration Fees	Step Fee is Due
New Application Evaluation & Processing Fee (non-refundable)	Step 3
General Certificate of Registration Fee which is pro-rated quarterly: <ul style="list-style-type: none">• September 1 to November 30 (100% of annual fee)• December 1 to February 28 (75% of annual fee)• March 1 to May 31 (50% of annual fee)• June 1 to August 31 (25% of annual fee)	Step 4

Step 3: Online Application for a General Certificate of Registration

- Begin your **APPLICATION**:
 - Enter your email address. **IMPORTANT: Use the email the CDTO has on record for you.**
 - If you have forgotten your password **or** you have not set-up your online Application self-service account select **Forgot Password** to proceed with your application. You will be sent a temporary password to continue with setting up your online Application self-service account. You will be required to setup three security questions and a password.



- Once you have signed in you will be directed to the Welcome Screen. To proceed with your application select **Start>** (button located on bottom right of the screen).

Your online application information will be saved as you enter it. Should you not be able to complete the process in one attempt, you may return at a later time to continue your application.

Please ensure all information is updated/provided and that required documentation is uploaded to your online application:

- **Personal Information** - Confirm your current and former Legal Names. You will also be asked to upload the following to your online application if the information on file has expired:
 - A government-issued photo identification which must be legible and valid (not expired) from the following list:
 - Driver's license issued in Canada
 - Passport – Canadian
 - Passport – Foreign (translated if not in English/French)
 - Canadian Permanent Resident Card
 - The front and back of one color, passport-sized photograph (minimum 43mm x 54mm) taken within the last 12 months.
- **Home Address** – Confirm your home address and primary telephone number.
- **Communication Addresses** – Confirm/Provide your communication addresses and telephone numbers.

IMPORTANT: Provide your communication address and telephone numbers. Your communications address information will be used by the CDTO to contact you and for you to log-in to your Applicant self-service account. Be sure to enter a private email address that is accessible only by you that you use or intend to use for communication with the CDTO.

- **Insurance Declaration** – An applicant for registration must provide a declaration as proof of eligibility for professional liability insurance coverage that complies with the requirements of the [CDTO By-laws, Section 20](#)
- **Employment Eligibility Status** - You will be asked to upload proof that you are permitted to work in Canada. Acceptable Employment Eligibility Status documents are as follows:
 - **For Canadian Citizens:** Canadian Birth Certificate, Current Canadian Passport or Citizenship Card.
 - **Permanent Residents of Canada:** Permanent Resident Card, Record of landing, or Confirmation of permanent residency.
 - **Authorized under the Immigration and Refugee Protection Act (Canada):** Immigration Canada Work permit (open or closed) with valid issuance and expiration date. **Applicant’s Declaration** - Declaration of good character and completeness and accuracy of all statements made in all documents/communications in support of application.

***IMPORTANT:** A member of the College of Dental Technologists of Ontario may only engage in the practice of dental technology if the member is a Canadian citizen or a permanent resident of Canada or is authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of the profession.*

- **Language Proficiency Requirements** - It is a registration requirement for a general certificate of registration that an applicant must be able to speak and write either English or French with reasonable fluency. You will be asked whether you are reasonably fluent in the English or French.
- **Application Declaration** - Declaration of good character, completeness and accuracy of all statements made in all documents/communications in support of application.
- **Authorization Certificate** – Certificate of Completion (for CADTR applicants) or Authorization Form from Regulator (for Labour Mobility applicants).

CADTR Applicants must be able to provide a Certificate of Completion issued by CADTR within 15 months of your initial application to CDTO (Step 1).

Labour Mobility Applicants must request an [Authorization Form](#) (or letter of good standing) from each Canadian regulatory/licensing body in which they are currently registered as a dental technologist/technician.

- **Payment** – Pay the non-refundable New Application Evaluation & Processing Fee by VISA® or MasterCard®. Refer to the [CDTO By-Laws](#) for the most up-to-date fees (Schedule 5).

Do not shut down your computer or use your browser’s back button or refresh your screen during payment. Your fees will be processed immediately and securely online.

- Don’t forget to logout once you see the Submitted successfully screen.

You will receive an email providing additional instructions once Step 3 of your online application submission has been reviewed by CDTO staff for completeness.

[Click here to APPLY](#)

Step 4: Online Application for a General Certificate of Registration

Complete Step 4 of your application when the CDTO informs you to proceed with the Online Application process.

- Once Step 3 of your online application has been approved by the CDTO you may continue your application by signing into to your online [APPLICATION](#) self-service account.
- Sign in using your email address and password. You will be directed to the Welcome Screen. To proceed with your application select **Start>** (button located on bottom right of the screen).

Please ensure all information is updated/provided and that required documentation is uploaded to your online application:

- **Legal Name Verification** - please review and confirm the name the CDTO has on file for you. It is important to review your name to ensure accuracy of the information that will appear on:
 - CDTO's Public Register
 - your wall certificate, and
 - your RDT Stamp.

If you believe that the information on file is incorrect please contact the CDTO.

IMPORTANT: *Your name as it appears on the Public Register, must be the name you use while practising dental technology.*

- **Certificate of Registration** – select the names and the order of names you wish to appear on your Certificate of Registration (wall certificate).
- **Proof of Professional Liability Insurance** - enter your insurance details, upload your Certificate of Insurance and complete the coverage declaration.

Acceptable Proof of Professional Liability Insurance must include the following information:

- (i) policy number;
- (ii) certificate number (if applicable);
- (iii) name of the insured;
- (iv) address of the insured;
- (v) policy period; and
- (vi) coverage details.

Every member who holds a certificate of registration in the General Class shall maintain professional liability insurance to indemnify the member for all errors and omissions that may occur while practicing dental technology provided through a policy of insurance with the following characteristics (Section 20 of the [CDTO By-laws](#)):

- (i) the member is specifically named as an insured and for all settings in which the member practices;*
- (ii) the College is notified by the insurer if the policy is cancelled or the terms are amended before the expiration date;*
- (iii) the insurer is licensed with the Financial Services Commission of Ontario;*
- (iv) a minimum of \$1,000,000 per claim, occurrence or loss and an annual aggregate limit of not less than \$1,000,000;*
- (v) there is no amount as a deductible; and,*
- (vi) where the insurance policy is of a "claims made" form, the coverage must include an extended reporting period of at least two (2) years after the termination of the insurance policy.*

- **Professional History** - Current/Previous registration as a Dental Technologist in Ontario, in another province/territory/state, or another country other than the United States. Your answers should be based on when you began practising in the profession after completing education in the profession.
- **Places of Business** – Click the **+Add New** button if you are currently working to add your current places of business. You will also be asked details regarding your role, employment status and practice setting. If you cannot find your place of business listed in the drop-down menu then please complete and return the [Place of Business form](#) to the CDTO. The CDTO will add the new place of business to its records.

NOTE: To notify the CDTO that you are no longer at a place of business click the  **Edit** button to update the place of business record by adding an end date.
- **Languages of Care** – Click the **+Add New** button to indicate language(s) in which you are able to provide professional services. You must indicate at least one language of care (ie. English or French).
- **RDT Stamp** – Provide a complete shipping address (including unit number) where you would like the RDT Stamp to be delivered. Remember to select either Residential or Commercial. RDT Stamps that require re-directing will incur a fee.

IMPORTANT INFORMATION REGARDING THE RDT STAMP:

- *You must sign for the courier package on delivery.*
- *The RDT Stamp remains at all times the property of the CDTO.*
- *The duplication, replication, creation and electronic use of the [RDT Stamp](#) is not permitted and may result in findings of professional misconduct.*
- **Application Declaration** - Declaration of completeness and accuracy of all statements made in all documents/communications in support of application. Once you have completed the declarations click the **Next>** button to submit your application.

You will receive an email providing additional instructions once Step 4 of your online application submission has been reviewed by CDTO staff for completeness.

[Click here to continue APPLICATION](#)

IMPORTANT:

- *You are not permitted to use the protected title Registered Dental Technologist until you receive your confirmation of registration.*
- Restricted titles, as specified in the Dental Technology Act, 1991:*
- 7. (1) No person other than a member shall use the title “dental technologist”, a variation or abbreviation or an equivalent in another language.*

Final Step: Online Application for a General Certificate of Registration

Complete your application:

- Once Step 4 of your online application has been approved by the CDTO you may complete your application by signing into to your online [APPLICATION](#) self-service account.
- **Payment** - Pay the Registration Fee by VISA® and MasterCard®. Refer to the [CDTO By-Laws](#) for the most up-to-date fees (Schedule 5).

Do not shut down your computer or use your browser's back button or refresh your screen during payment. Your fees will be processed immediately and securely online.

- Don't forget to Logout once you see the Submitted successfully screen.

The next email you receive from the CDTO will be confirmation of your registration as Registered Dental Technologists in Ontario.

[Click here to complete APPLICATION](#)

NON-EXEMPTIBLE REGISTRATION REQUIREMENTS:

An applicant for issuance of a general certificate of registration must meet, among other things, the following **non-exemptible** registration requirements set out in paragraphs 1 to 3 of subsection 5 (1) of [Ontario Regulation 874/93 \(Registration\)](#) under the Dental Technology Act, 1991:

“1. The applicant must have,

i. in the case of an applicant other than an applicant under subparagraph ii,

A. successfully completed Grade 12 or its equivalent, and

B. successfully completed an approved program in dental technology at a College of Applied Arts and Technology in Ontario, or at an educational institution outside of Ontario that the Registration Committee considers to be the equivalent to the educational program currently being taught in the Colleges of Applied Arts and Technology in Ontario,

C. Revoked: O. Reg. 20/12, s. 3 (1).

ii. in the case of an applicant who has previously held a certificate of registration under the Act or under a predecessor of the Act which certificate has lapsed,

A. successfully completed a course of training as a dental technologist that, in the opinion of the Registration Committee, is substantially similar, but not equivalent, to the training described in sub-subparagraph i B, and

B. provided evidence of having successfully completed refresher courses such that the combination of the course of training in sub-subparagraph A and the refresher courses is, in the opinion of the Registration Committee, equivalent to the training described in sub-subparagraph i B.

2. The applicant must have successfully completed the registration examinations set or approved by the Registration Committee, and complied with all requirements associated with those examinations, including payment of the examination fees required by the by-laws.

3. The applicant must provide proof of eligibility to acquire professional liability insurance and, before the issuance of a certificate, must show proof of actual coverage, in the amount and in the form as required by the by-laws.”

Happy to help.

If you have any questions or experience difficulty using the online CDTO Registration Application, please contact the CDTO at 416-438-5003 or 1-877-391-2386 or at info@cdto.ca.