



## Registration Examination Application Instructions

Applicants applying for the online [Jurisprudence & Ethics Examination](#) must provide all application requirements no later than ten (10) days before the [posted examination date](#). Applications received after the deadline shall automatically be deferred to the next scheduled examination.

The successful completion of the College of Dental Technologists of Ontario (CDTO) Registration Examinations is one of the non-exemptible requirements for registration.

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### 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. Valid government issued identification
    - b. Colour Passport-sized photo taken within the last 12 months (selfies are not accepted)
    - c. Education details
    - d. Credit card: Visa® or MasterCard® are the only accepted methods of payment
  4. Remember to add [info@cdto.ca](mailto:info@cdto.ca) to your safe senders' list to ensure receipt of emails.
  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.
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### Determine your Application Route:

Review the following information and select your Application Route.

#### 1. CADTR Applicant

You have successfully completed credentialing and competency assessment with the [Canadian Alliance of Dental Technology Regulators \(CADTR\)](#), within 15-months of this application.

At the time of applying for a General Certificate of Registration in Ontario, you must be able to provide a Certificate of Completion (or Authorization Certificate) issued by CADTR.

*Important: If your Certificate of Completion from CADTR was not issued within 15-months of applying to take the Jurisprudence & Ethics examination your application may be referred to the Registration Committee.*

## 2. Labour Mobility Applicant

You are registered to practice dental technology in another Canadian province/territory and are applying under the Canadian Free Trade Agreement provisions.

List of regulated provinces/territories recognized by the CDTO:

- Alberta
- British Columbia
- Newfoundland and Labrador
- Nova Scotia
- New Brunswick
- Quebec
- Saskatchewan

At the time of applying for a General Certificate of Registration in Ontario, you **must** request a letter of good standing (or Authorization Certificate) from each Canadian jurisdiction where you hold a current, unrestricted and equivalent certificate of registration. The letter must be sent directly to the CDTO office and is valid for a period of three (3) months from date of issue.

**Important:** *If your certificate of registration from another Canadian jurisdiction is not current, or does not allow you to practice dental technology, or has restrictions applied, please contact the CDTO before applying to take the Jurisprudence & Ethics examination and before starting your application for registration as you **may not** be eligible to apply under the Canadian Free Trade Agreement requirements.*

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### Step 1:

1. Click [Apply Now](#) to begin your application:
  - Select "New Applicant? Apply Now".
  - Enter your email address. **Important:** *Use a private email address that is accessible only by you that you use or intend to use for communication with CDTO. Your communications address information will be used by the CDTO to contact you.*
  - 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.
  - Click **START** to proceed with an Online Application for the Registration Examination with the CDTO.
2. Complete the following:
  - Select one of the following **Application Routes** based on your review of the *Determine your Application Route* information above):
    - Labour Mobility Applicant
    - CADTR Certificate of Completion Applicant

- **Personal Information** – Provide the required information and upload the following to your online application:
  - 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

**Note:** If you do not have any of the above-noted identification documents please contact the CDTO for assistance.
  - The front and back of one color, passport-sized photograph (minimum 43mm x 54mm) taken within the last 12 months. **Selfies are not accepted.**
- **Home Address** – Provide your home address and telephone number.
- **Communications Address** – Provide your communications 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.
- **Professional History** – Indicate whether you are or have ever been registered/licensed/certified to practice as a dental technologist in another Canadian province/territory or country where dental technology is a regulated profession.
- **Education Details** – The CDTO’s non-exemptible education requirements are:
  - Successful completion of Grade 12 or its equivalent, and
  - Successful completion of a CDTO approved program in dental technology or a program 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.

You are permitted to enter a maximum of five education institutes related to your Dental Technology training and a maximum of one education institute not related to Dental Technology.

The education information you provide is for regulatory reporting purposes only and will not be used to assess your eligibility/ qualifications for registration with the CDTO; unless you are a CADTR applicant and did not successfully complete credentialing with CADTR.

- **Declarations** – Complete all declaration questions
3. Don’t forget to logout once you see the Submitted successfully screen. You will receive an email providing additional instructions once your online application submission has been reviewed by CDTO staff for completeness.

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## Step 2:

Complete Step 2 of your application when the CDTO informs you that you may proceed with the Examination Application process.

1. Log in to your online [Application](#) self-service account by clicking link below.
2. Complete all declarations and payment of the balance of examination fees 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.  
**Important:** Candidates repeating examinations are required to pay the non-refundable Application Evaluation & Processing Fee.
3. Don't forget to Logout once you see the Submitted successfully screen.
4. CDTO Staff will review your application submission (Step 2) and will send you further examination information. Your personalized Examination Schedule and Information will be posted in your Applicant self-service account.

### **IMPORTANT:**

- *The 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.*
- *If you are requesting testing accommodation, please contact the CDTO. You are to provide the required forms and supporting documents to the CDTO no later than thirty (30) days before the posted examination date.*
- *Applications received after the deadline shall automatically be deferred to the next scheduled examination. The Jurisprudence & Ethics Examination is **offered 4-times a year.***

[Click here to APPLY](#)

Happy to help!

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