



# SINGAPORE DENTAL COUNCIL

16 College Road, #01-01 College of Medicine Building, Singapore 169854

E-mail: [enquiries@dentalcouncil.gov.sg](mailto:enquiries@dentalcouncil.gov.sg)

Tel: (65) 6355 2400 (OHT Enquiries) Fax: 6253 3185

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SDC 8.4

23 Sep 2014

To all Oral Health Therapists

## **RENEWAL OF PRACTISING CERTIFICATE (PC) FROM 2015 TO 2016**

Under Section 22<sup>1</sup> of the Dental Registration Act (DRA), all registered Oral Health Therapists (OHTs) are required to hold a valid Practising Certificate (PC) before they are allowed to practise dentistry in Singapore.

Your current PC is due to expire on 31 Dec 2014. As per section 21E(5)<sup>2</sup> of the DRA, you are required to apply for renewal of your PC not later than one month before its expiry, otherwise, a late application fee will be imposed:

*A penalty fee of \$20 will be imposed if your online application is not received by 30 Nov 2014 and \$50 will be imposed if your online application payment is not received by 31 Dec 2014.*

For renewal of your PC, please note the following:

### **A. CONTINUING PROFESSIONAL EDUCATION (CPE)**

Before you apply for renewal of your PC, kindly ensure that you have attained the required CPE points by **30 Sep 2014**.

### **B. ONLINE RENEWAL OF PRACTISING CERTIFICATE (PC)**

OHTs who have attained the required CPE points can submit the application for renewal of PC via the online system from 1 Oct 2014 onwards. You may refer to Appendix A for instructions on "Renewal of PC" online.

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#### <sup>1</sup> **Prohibition of practice of dentistry**

22. —(1) Subject to sections 60 and 61, no person shall practise dentistry in Singapore unless he is a registered dentist and has a practising certificate in force.

(1A) Subsection (1) shall not apply to any registered oral health therapist who has in force a practising certificate and who practises dentistry in Singapore in accordance with the scope of practice prescribed under section 62.

(2) Any person who acts in contravention of subsection (1) shall be guilty of an offence.

#### <sup>2</sup> **Practising certificate of oral health therapist**

21E. (5) Any registered oral health therapist who applies for a practising certificate later than one month before the expiration of the practising certificate shall be liable to pay to the Council such late application fee as may be prescribed by the Council.

**IMPORTANT NOTE:**

**All OHTs, regardless of mode of payment for PC fees are required to login to the PRS to renew their PCs after attaining the renewal requirements.**

PC Fee

The fee for a two-year PC (with validity from 1 Jan 2015 to 31 Dec 2016) is \$100.00 Payment can be made online.

Employer Paying on their Behalf

OHTs whose employer is paying on their behalf are still required to submit their application for renewal of PC online. You can ignore the payment module as your employer will be making payment directly to the Singapore Dental Council.

Update of information

In compliance with section 13(4)<sup>3</sup> of the DRA, OHTs are required to inform Council of any change in practice or residential address. You are also encouraged to update your email and contact number(s) so that urgent information can be conveyed to you promptly.

We look forward to your early renewal of your PC.

Thank you.

Yours sincerely,



CLIN A/P PATRICK TSENG  
REGISTRAR

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<sup>3</sup> Registers

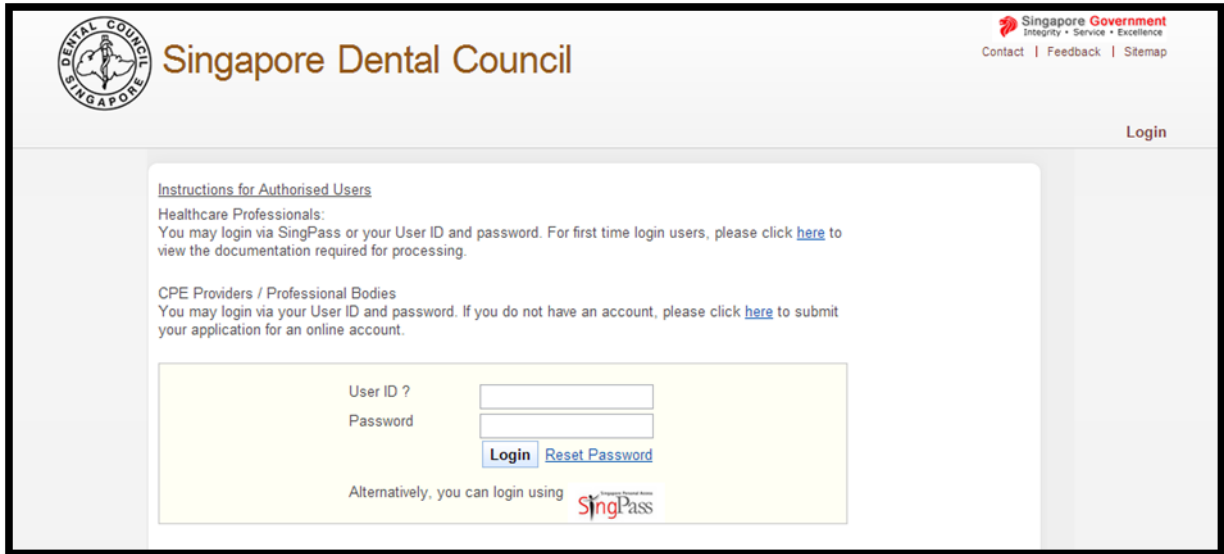
13. (4) Every person whose name is entered in any of the registers shall inform the Registrar in writing of any change in his practice address or residential address within 28 days thereof, except that a person who makes a report of a change in his residential address under section 8 of the National Registration Act (Cap. 201) shall be deemed to have complied with this subsection on the date on which he makes the report.

# Appendix A

## Instructions on Renewal of PC Online

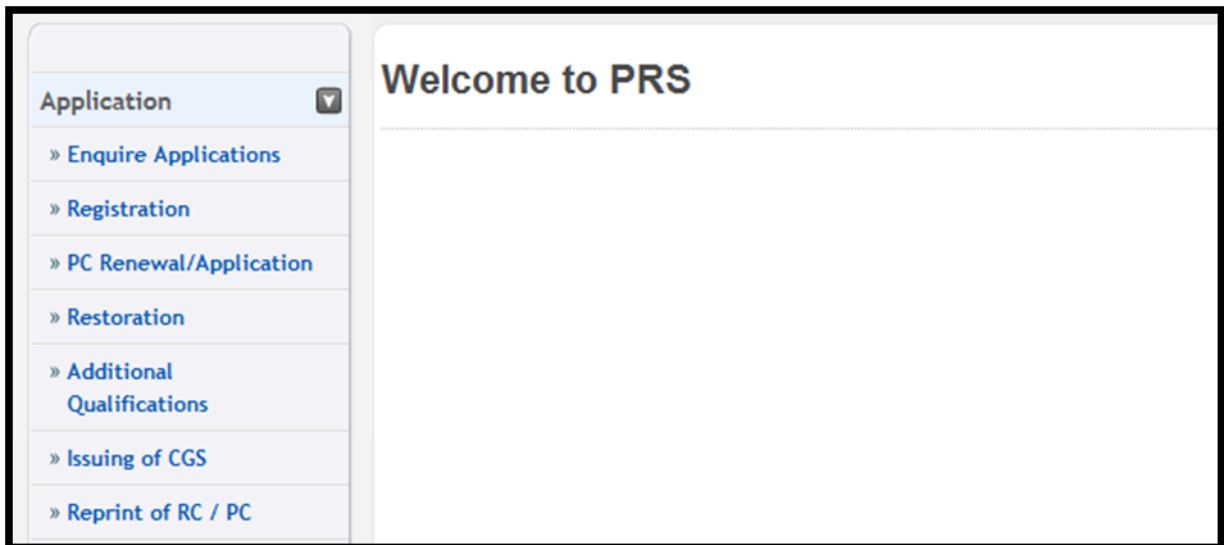
### Instructions : Renewal of Practising Certificate via PRS online

1. Log into your SDC account as a registered user: [www.sdc.gov.sg](http://www.sdc.gov.sg)



The screenshot shows the Singapore Dental Council (SDC) website. At the top left is the SDC logo. To its right is the text "Singapore Dental Council". In the top right corner, there is a "Singapore Government" logo with the tagline "Integrity • Service • Excellence" and links for "Contact | Feedback | Sitemap". Below the header, there is a "Login" link. The main content area contains "Instructions for Authorised Users" for Healthcare Professionals and CPE Providers / Professional Bodies. Below the instructions is a login form with fields for "User ID ?" and "Password", and buttons for "Login" and "Reset Password". At the bottom of the form, it says "Alternatively, you can login using SingPass" with the SingPass logo.

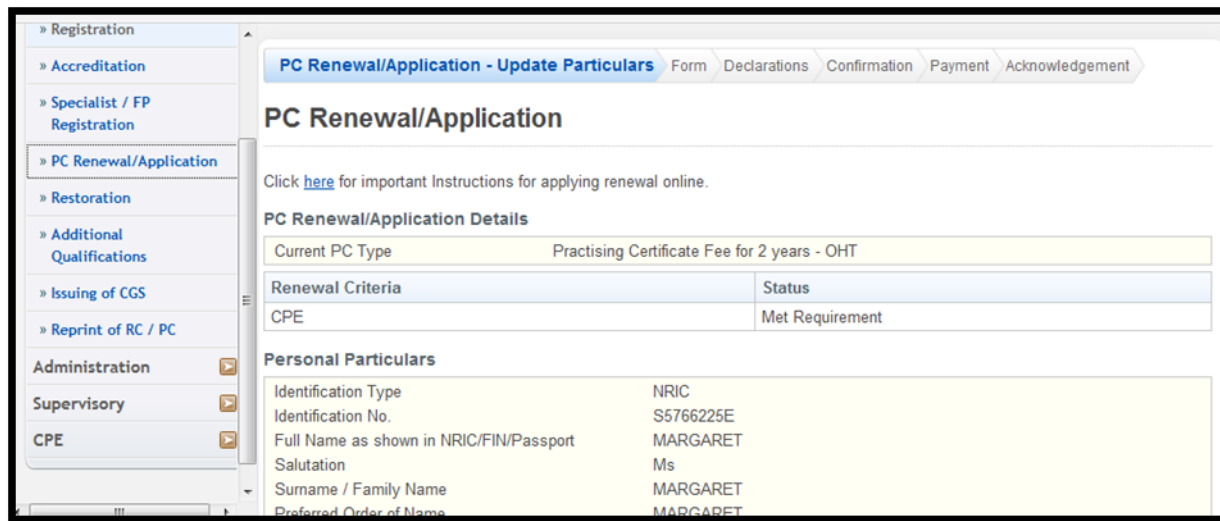
2. Upon Successful login to your SDC account, click on Application – PC Renewal



The screenshot shows the PRS dashboard. On the left is a navigation menu with a dropdown arrow next to "Application". The menu items are: "» Enquire Applications", "» Registration", "» PC Renewal/Application", "» Restoration", "» Additional Qualifications", "» Issuing of CGS", and "» Reprint of RC / PC". The main content area has the heading "Welcome to PRS" and a large empty space below it.

- Check your particulars. If incorrect please proceed to Administration-Update Particulars to update your particulars online. If particulars are correct, please click "Proceed".

**Note: Update Particulars will take 5 working days to be processed by SDC before reflecting on your online profile.**



» Registration  
» Accreditation  
» Specialist / FP Registration  
» PC Renewal/Application  
» Restoration  
» Additional Qualifications  
» Issuing of CGS  
» Reprint of RC / PC  
Administration  
Supervisory  
CPE

PC Renewal/Application - Update Particulars Form Declarations Confirmation Payment Acknowledgement

### PC Renewal/Application

Click [here](#) for important Instructions for applying renewal online.

#### PC Renewal/Application Details

Current PC Type Practising Certificate Fee for 2 years - OHT

Renewal Criteria	Status
CPE	Met Requirement

#### Personal Particulars

Identification Type	NRIC
Identification No.	S5766225E
Full Name as shown in NRIC/FIN/Passport	MARGARET
Salutation	Ms
Surname / Family Name	MARGARET
Preferred Order of Name	MARGARET

- Select Full-Fee (2 Year PC), Click Renew and Select Delivery of PC method.



» Registration  
» Accreditation  
» Specialist / FP Registration  
» PC Renewal/Application  
» Restoration  
» Additional Qualifications  
» Issuing of CGS  
» Reprint of RC / PC  
Administration  
Supervisory  
CPE

PC Renewal/Application - Update Particulars Form Declarations Confirmation Payment Acknowledgement

### PC Renewal/Application

#### PC Renewal/Application Details

\*PC Type  Practising Certificate Fee for 2years - OHT

S/N	Practising Certificate	Expiry Date	Payment Due Date	*Renew?
1	Dental Therapist	31/10/2014	29/09/2014	<input checked="" type="checkbox"/>

\*Send PC by  Normal Mail  Registered Mail  Self-Collection

Note:

- File must be in JPEG (.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 3MB

Additional Documents

**Note: Uploading of document is not mandatory.**

5. Continue to fill up the declaration form online, click "Proceed".

The screenshot shows the 'Declarations' section of the 'PC Renewal/Application - Update Particulars' form. The breadcrumb trail includes 'Registration', 'Accreditation', 'Specialist / FP Registration', 'PC Renewal/Application', 'Restoration', 'Additional Qualifications', 'Issuing of CGS', and 'Reprint of RC / PC'. The main content area is titled 'PC Renewal/Application' and contains a note: 'Note: All fields are mandatory.' Below this is the 'Declarations by Applicant' section, which asks the applicant to answer all questions. If 'Yes' is selected for any question, full details must be provided in a separate document. The questions are:

- 1 Have you ever been the subject of an inquiry or proceedings by a professional body, Health Authority or court of law in Singapore or elsewhere, involving or relating to any physical or mental illness suffered by you?  
 No  Yes
- 2 Have you ever suffered or are you suffering from any physical or mental illness, which impairs your fitness to practise as a dental practitioner or even if your fitness to practise is not impaired, it will still require conditions being imposed on your registration or alternatively, prevents you from practising as a dental practitioner without any restriction?  
 No  Yes
- 3 Have you ever suffered from Hepatitis B or other infectious diseases?  
 No  Yes

6. Click Proceed and confirm on your PC renewal application.

The screenshot shows the 'Confirm' section of the 'PC Renewal/Application - Update Particulars' form. The breadcrumb trail is the same as in the previous screenshot. The main content area contains question 6:

6 Have you been involved in an allegation of professional misconduct or any improper conduct which brings disrepute to the dental profession?  
No

Below the question are two declaration checkboxes:

- I declare that the particulars stated in this application are complete and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact.
- I acknowledge that the Singapore Dental Council reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Singapore Dental Council. I also understand and give my consent for the Singapore Dental Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise

A 'Confirm' button is located at the bottom of the form.

7. Payment will not be prompted if

- You are under Employer Paying on Behalf Scheme (applies to public institutions only)

8. Once submitted, you will receive an email from the system on your successful submission of PC renewal application. You will receive your practising certificates in Dec 2014/Jan 2015.