



# SINGAPORE DENTAL COUNCIL

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Unique Entity Number (UEN): T08GB0050C

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Ref: SDC 20.2

19 September 2018

TO: REGISTERED ORAL HEALTH THERAPIST

## RENEWAL OF PRACTISING CERTIFICATE (PC) FOR PERIOD 2019 TO 2020

Pursuant to Section 22<sup>1</sup> of the Dental Registration Act (Cap 76) [DRA], all registered Oral Health Therapists (OHTs) are required to hold a valid PC before they are allowed to practise dentistry in Singapore.

2 Your current PC is due to expire on 31 December 2018. As per section 21E(5)<sup>2</sup> of the DRA (Cap 76), you are required to apply for renewal of PC not later than one month before expiration.

3 Before you apply for your renewal of PC via the Professional Registration System (PRS) at <http://www.healthprofessionals.gov.sg/sdc>, please take note of the following:

### I. UPDATE OF PRACTICE OR RESIDENTIAL ADDRESS AND ALL OTHER RELEVANT INFORMATION

Pursuant to sections 13 (7)<sup>3</sup> and section 13 (4)<sup>4</sup> in the Dental Registration Act (Cap 76), you are required to inform Council of any change in practice or residential address. You must update your email and contact number(s) so that urgent information can be conveyed to you promptly. Any person who fails to comply shall be guilty of an offence, and liable on conviction to a fine not exceeding \$1,000.

### II. CONTINUING PROFESSIONAL EDUCATION (CPE) and BASIC CARDIAC LIFE SUPPORT CERTIFICATE (BCLS) REQUIREMENTS

Ensure that you have attained the required CPE points and attach a copy of the valid BCLS (Theory) certificate.

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

DRA s22. — (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

DRA s21E. — (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.

<sup>3</sup> Section 13(7) Any person who fails to comply with subsection (4) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000.

<sup>4</sup> Section 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.

### III. PRACTISING CERTIFICATE RENEWAL FEE

The fee for a two-year PC (valid from 1 January 2019 to 31 December 2020) is \$100.00<sup>5</sup>. Payment must be made via online application. **Cash and cheque payment will not be accepted by SDC office.** Please note that:

- i. A penalty fee of \$20 will be imposed if your online application is *not received* by 30 November 2018<sup>6</sup>, and
- ii. A penalty fee of \$50 will be imposed if your online application is *not received* by 31 December 2018, ie, after the expiry of the practising certificate<sup>7</sup>.

### IV. EMPLOYER PAYING ON BEHALF (EPOB)

If your employer is paying your PC renewal fee on your behalf, you are required to submit your application for renewal of PC online no later than **1 November 2018**. Please note that the Payment page will be deactivated in your case and you will be directed to the Acknowledgement page after you have confirmed the declarations.

### V. ONLINE RENEWAL OF PRACTISING CERTIFICATE (PC)

The PC renewal exercise will **commence from 1 October 2018 at 0001 hrs and close on 31 December 2018 at 2359 hrs**. Please refer to Annex A for the Step by Step instructions on "Renewal of PC" online.

4 We look forward to your early renewal of your PC.

Thank you.

Yours sincerely,

DR CHNG CHAI KIAT  
REGISTRAR

(This is a computer-generated notice which requires no signature)

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<sup>5</sup> Dental Registration Regulations 15F

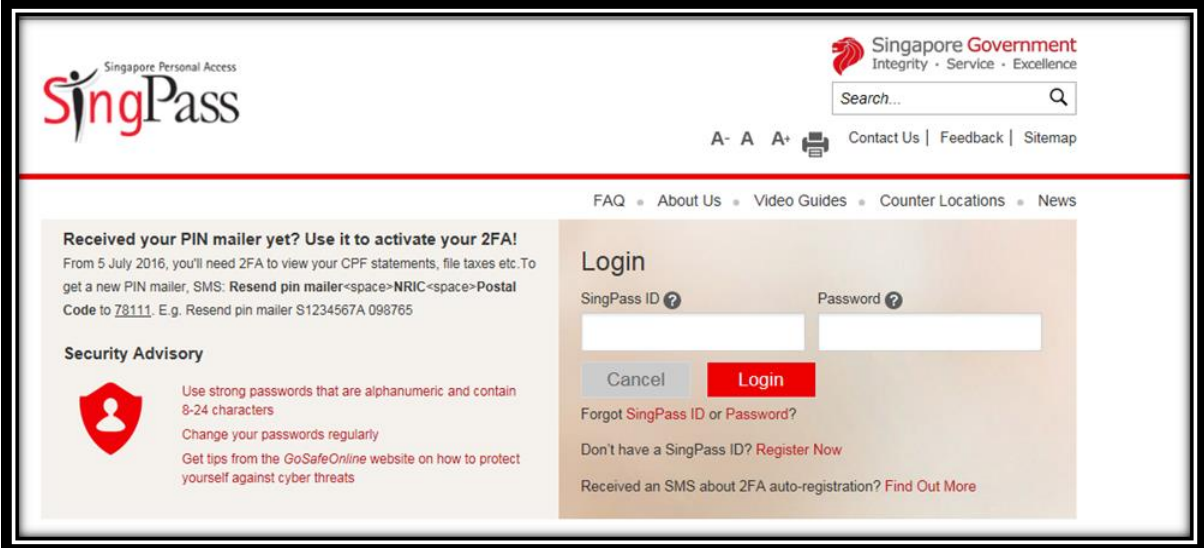
<sup>6</sup> Dental Registration Regulations 15G(1)(a)

<sup>7</sup> Dental Registration Regulations 15G(1)(b)

## Appendix A

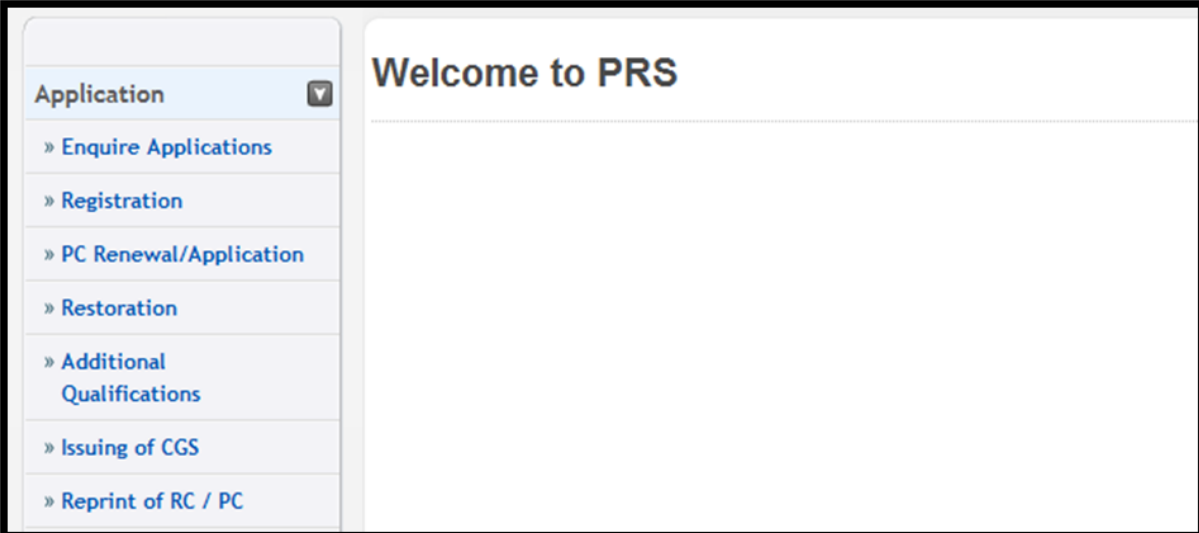
### Instructions: Renewal of PC via PRS Online

1. Log into your SDC account at <https://www.sdc.gov.sg> using SingPass.



The screenshot shows the SingPass login interface. At the top left is the SingPass logo with the tagline 'Singapore Personal Access'. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a search bar and links for 'Contact Us', 'Feedback', and 'Sitemap'. A navigation bar contains links for 'FAQ', 'About Us', 'Video Guides', 'Counter Locations', and 'News'. The main content area is divided into two sections. The left section contains a message about 2FA activation and a 'Security Advisory' with a red shield icon and text about strong passwords. The right section is the 'Login' form, which includes input fields for 'SingPass ID' and 'Password', a 'Cancel' button, a red 'Login' button, and links for 'Forgot SingPass ID or Password?', 'Register Now', and 'Find Out More'.

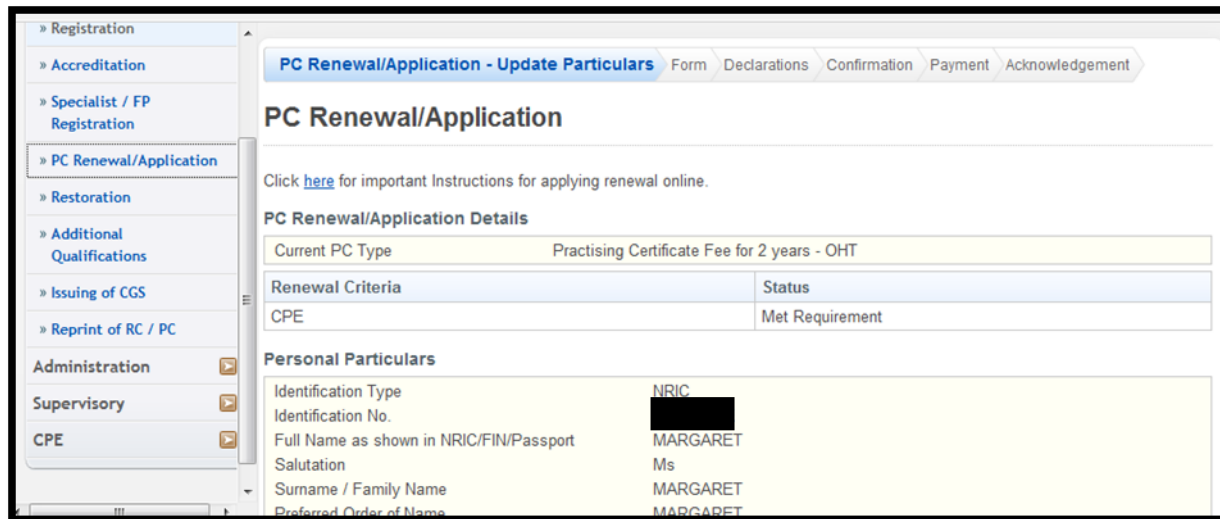
2. Upon successful login to your SDC account, click on Application – PC Renewal.



The screenshot shows the 'Welcome to PRS' page. On the left is a sidebar menu with the heading 'Application' and a dropdown arrow. 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 on the right has the heading 'Welcome to PRS' and a large empty space below it.

3. Check your particulars.

- If particulars are incorrect, please proceed to Administration – “Update Particulars” to submit an application for “Update Particulars” online. *Please note that your updates will not be reflected immediately. **You may still proceed with the “PC Renewal” application as long as you have submitted an application for “Update Particulars”;***
- If particulars are correct, please click “Proceed”.



» 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
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Renewal Criteria	Status
CPE	Met Requirement

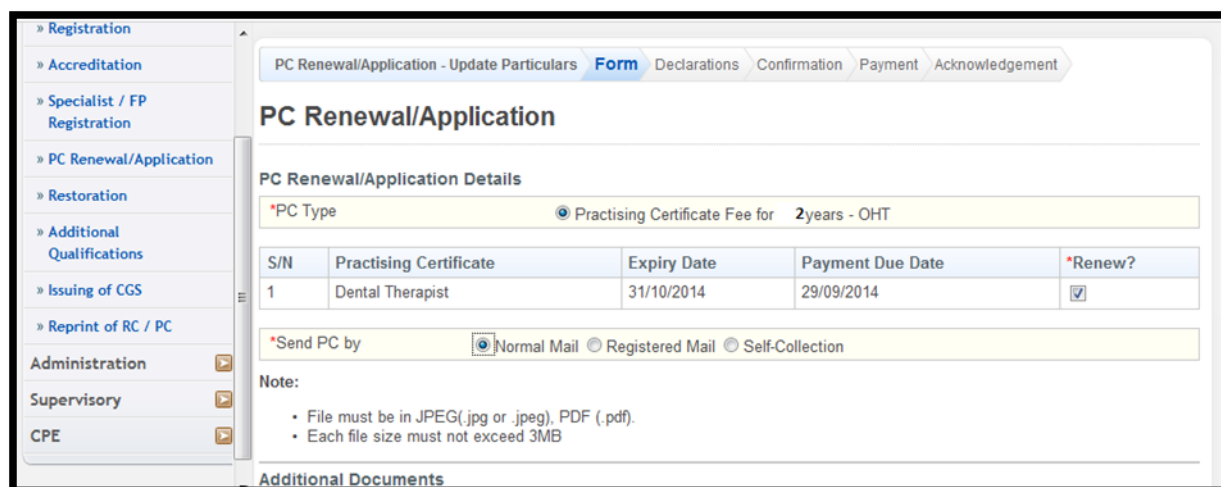
**Personal Particulars**

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

4. Select Full-Fee (2 Year PC), Click Renew and Select Delivery of PC method (Normal or Registered Mail).

Please note:

- *An additional \$10 will be chargeable for Registered Mail;*
- *Self-collection is no longer available; if you have selected self-collection, your PC will be sent through Normal Mail instead;*
- *Uploading of document is not mandatory, you may ignore the “Upload Mandatory Documents” Section.*



» 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 2 years - 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**

### Upload Documents

Note:

- File must be in JPEG (.jpg or .jpeg), PDF (.pdf)
- Each file size must not exceed 1 MB
- For Photograph, the dimensions must be 400 by 514 pixels

### Mandatory Documents

Document Title	Photograph		Browse	Attach
*File				

### Additional Documents

Document Title	--Select Here--		Browse	Attach
File				

Documents Added		
<a href="#">Document ABC</a>	<a href="#">Replace</a>	<a href="#">Delete</a>

5. Continue to fill up the Declaration Form online, click “Proceed”.

Note: All fields are mandatory.

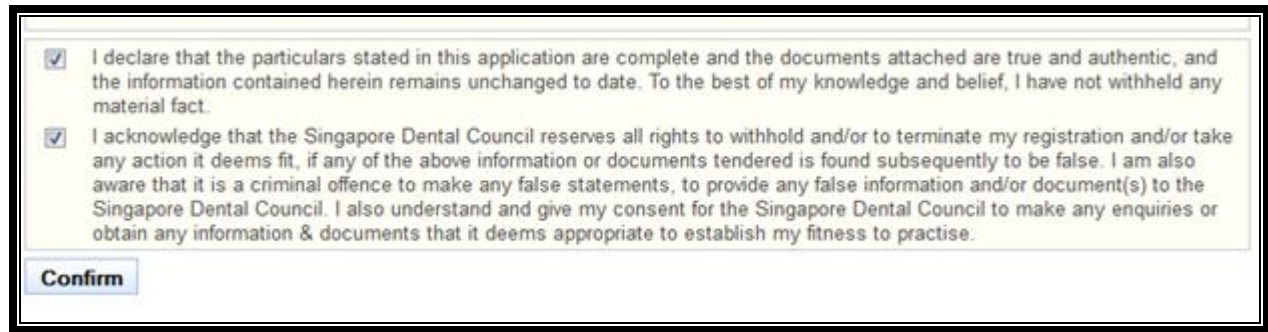
### Declarations by Applicant

Please answer all questions. If you have answered “Yes” to any of the questions, please provide full details in a separate document and upload supporting documents at the “Documents” tab, where applicable.

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?
	<input type="radio"/> No <input type="radio"/> 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?
	<input type="radio"/> No <input type="radio"/> Yes
3	Have you ever suffered from Hepatitis B or other infectious diseases?
	<input type="radio"/> No <input type="radio"/> Yes
4	Have you, at any time before the submission of this application, ever been convicted in a court of law in Singapore or elsewhere of any offence?
	<input type="radio"/> No <input type="radio"/> Yes
5	Have you ever been or are you currently the subject of an inquiry or an investigation by any professional body, licensing, health authority or the police in Singapore or elsewhere?
	<input type="radio"/> No <input type="radio"/> Yes
6	Have you been involved in an allegation of professional misconduct or any improper conduct which brings disrepute to the dental profession?
	<input type="radio"/> No <input type="radio"/> Yes
7	If you are performing Exposure Prone Procedures (EPP) ( <a href="#">Annexes</a> ), it is MOH's policy that you should know your BBD status due to the risk of transmission during such procedures. All healthcare workers who have been diagnosed with BBD should declare their status to their respective Professional Boards/ Councils. Healthcare workers with BBD should not perform EPP.
	a) Are you practising any exposure prone procedures (Exposure Prone Procedures (EPP))?
	<input type="radio"/> No <input type="radio"/> Yes
	b) Are you aware that you are a carrier of any blood-borne diseases (BBD) such as Hep B, Hep C or HIV?
	<input type="radio"/> No <input type="radio"/> Yes
<input type="checkbox"/>	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.
<input type="checkbox"/>	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

Save as Draft      Proceed

6. Confirm the information entered for your PC Renewal application.



The screenshot shows a confirmation form with two checked checkboxes and a 'Confirm' button. The first checkbox states: '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.' The second checkbox states: '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.'

☒ 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.

**Confirm**

7. Proceed to make payment online.

Please note:

- *Payment will not be prompted if you are under Employer Paying on Behalf Scheme (applies to public institutions only);*
- *Cash and cheque payment will no longer be accepted*

8. You will receive an automated email from the system if you have submitted your PC Renewal application successfully. Please take note of your application number for future reference. You will receive your practising certificates in Dec 2018/Jan 2019.