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 221 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)2 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)3 and section 13 (4)4 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.

---

1 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.

2 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.

3 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.

4 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. 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*, and

ii. A *penalty fee of $50 will be imposed if your online application is not received by 31 December 2018*, i.e., after the expiry of the practising certificate.

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.

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)
Appendix A

Instructions: Renewal of PC via PRS Online


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

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.
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?
   - 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

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?
   - No
   - 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?
   - No
   - Yes

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

7. If you are performing Exposure Prone Procedures (EPP), 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))?
      - No
      - Yes
   b. Are you aware that you are a carrier of any blood-borne diseases (BBD) such as Hep B, Hep C or HIV?
      - No
      - Yes

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

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.