

SINGAPORE DENTAL COUNCIL

c/o Secretariat of healthcare Professional Boards (SPB)
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SDC Circular No. 3/2022

Ref: SDC 20:2

15 August 2022

TO: REGISTERED ORAL HEALTH THERAPISTS

RENEWAL OF PRACTISING CERTIFICATE (PC) FOR PERIOD 2023 TO 2024

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 The Singapore Dental Council (Council) would like to remind you that your current PC is due to expire on 31 December 2022. 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 renewal of PC via the Professional Registration System (PRS) at <http://www.healthprofessionals.gov.sg/sdc>, do take note of the following:

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

Pursuant to sections 13(7)³ and 13(4)⁴ of the DRA (Cap 76), you must inform Council and update any change in primary/ secondary places of practice and residential address. You must also update your email and contact number(s) so that you will be able to receive important information from Council readily.

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.

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

Pursuant to the THIRD SCHEDULE of the DENTAL REGISTRATION REGULATIONS (Cap 76) [DRR], you must ensure that you have attained the **requisite CPE points before 30 September 2022.**

You must also submit a copy of your **valid BCLS (Theory) certificate before 30 September 2022 via PRS,** under “Submit CPE Claims” -> Category 1C -> Certification, attach BCLS certificate or front and back of BCLS card. OHTs are only required to fulfill BCLS (Theory).

III. OUSTANDING FINES

Ensure all “outstanding fines” due to Council are fully paid up prior to your PC renewal application.

IV. ONLINE RENEWAL OF PRACTISING CERTIFICATE

The PC renewal exercise will **commence from 1 October 2022 at 0000 hrs and close on 31 December 2022 at 2359 hrs.**

You may proceed to apply for PC renewal via PRS **from 1 October 2022** after you have fulfilled the requisite CPE and BCLS (Theory) requirements. Please refer to Annex A for the step-by-step instructions on “Renewal of PC”.

Council has launched the electronic Practising Certificate (e-PC) to replace hardcopy PC. You may view and download your e-PC under “Administration” -> “View Certificates” **from 1 January 2023,** please refer to Annex A (Step 7) for information.

For OHTs who are on Employer Paying On Behalf (EPOB) scheme, please refer to Paragraph VI (iii) for the deadline to submit your PC renewal application.

V. PRACTISING CERTIFICATE RENEWAL FEE

The application fee for a two-year PC (valid from 1 January 2023 to 31 December 2024) is **\$100.00**⁵. Please note that:

- i. A **late application fee of \$20** will be imposed if application is **not received by 30 November 2022**⁶, and
- ii. A **late application fee of \$50** will be imposed if application is **not received by 31 December 2022, i.e., after the expiry of the practising certificate**⁷.

No appeal for waiver of late application fee will be considered.

⁵ Dental Registration Regulations 15F

⁶ Dental Registration Regulations 15G(1)(a)

⁷ Dental Registration Regulations 15G(1)(b)

VI. MODE OF PAYMENT

i. CESSATION OF CASH AND CHEQUE COLLECTION

Council has stopped collecting cash and cheque payment for PC renewal.

ii. DIGITAL - PAYMENT

You will be automatically prompted to make e-payment (credit/ debit card) during the online application unless you are on EPOB.

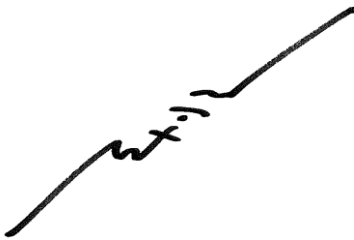
iii. EMPLOYER PAYING ON BEHALF (EPOB)

If your employer is paying your PC renewal fee on your behalf, you are required to submit your PC renewal application online **by 31 October 2022**. Please note that the Payment page will not be available, and you will be directed to the Acknowledgement page after you have confirmed the declarations.

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

Thank you.

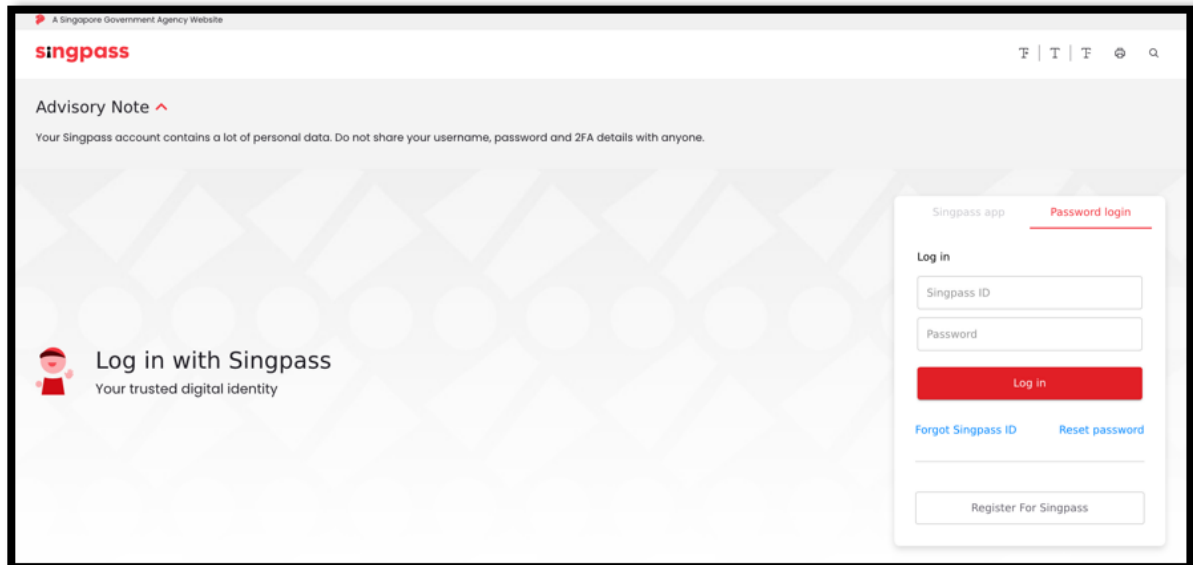
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter Lee', written in a cursive style.

MR PETER LEE
EXECUTIVE SECRETARY, SINGAPORE DENTAL COUNCIL

Instructions: Renewal of PC via Professional Registration System (PRS)

Step 1: Login to your PRS account via Singpass at <http://www.healthprofessionals.gov.sg/sdc> under “Login Registered Users”.



A Singapore Government Agency Website

singpass

Advisory Note ^

Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

Log in with Singpass
Your trusted digital identity

Singpass app Password login

Log in

Singpass ID

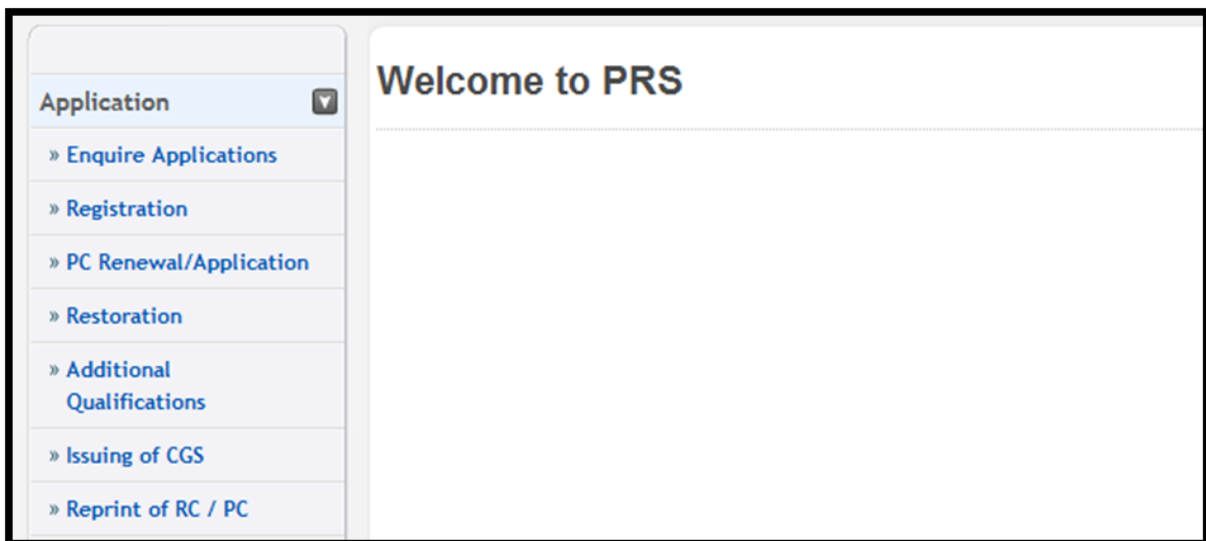
Password

Log in

[Forgot Singpass ID](#) [Reset password](#)

[Register For Singpass](#)

Step 2: Upon successful login to your PRS account, click on Application → “PC Renewal”.



Application ▾

- » Enquire Applications
- » Registration
- » PC Renewal/Application
- » Restoration
- » Additional Qualifications
- » Issuing of CGS
- » Reprint of RC / PC

Welcome to PRS

Step 3: Check your particulars.

Please note:

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

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 |
| Renewal Criteria | Status |
| CPE | Met Requirement |

Personal Particulars

| | |
|---|------|
| Identification Type | NRIC |
| Identification No. | |
| Full Name as shown in NRIC/FIN/Passport | |
| Salutation | |
| Surname / Family Name | |
| Preferred Order of Name | |

Step 4: Select Full-Fee (2-Year PC), click “Renew”.

Please note:

- Uploading of documents is not mandatory, you may disregard the “Additional Documents” Section.

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 | | | <input checked="" type="checkbox"/> |

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Additional Documents

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

The screenshot shows the 'Declarations' section of the 'PC Renewal/Application' form. The breadcrumb trail at the top reads: 'PC Renewal/Application - Update Particulars > Form > Declarations > Confirmation > Payment > Acknowledgement'. The left sidebar contains a navigation menu with categories: Application, Administration, Supervisory, CPE, Payments, ELECTION, and DECLARATION. The main content area is titled 'PC Renewal/Application' and includes a note: 'Note: All fields are mandatory.' Below this is the section 'Declarations by Applicant' with the instruction: '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 been:
a) convicted by any court of law whether in Singapore or elsewhere, of any offences?
 No Yes
b) the subject of adverse finding(s) in proceedings before any professional body or tribunal whether in Singapore or elsewhere*?

**excluding adverse finding(s) under the Dental Registration Act of Singapore which SDC is already aware of*
 No Yes

2 Are you currently the subject of any proceedings, inquiry or investigation, by any authority/institution (including educational institution*), professional or regulatory body, licensing or health authority, the police, or any other law enforcement agency, in Singapore or elsewhere (but excludes proceedings, inquiry or investigation under the Dental Registration Act of Singapore, which SDC is already aware of), the subject matter of which may give rise to concerns relating to professional misconduct, your professionalism and/or your behaviour which may affect your suitability and fitness to practise in the profession.

**examples of concerns that could arise during your education include cheating, plagiarism, theft, falsifying documents, reports or records, assault, harassment and drug or sexual offences.*
 No Yes

3 Are you currently the subject of an inquiry or proceedings by a professional body, Health Authority or court of law in Singapore or elsewhere (excluding such inquiry or proceedings under the Dental Registration Act of Singapore, which SDC is already aware of), involving or relating to any physical or mental illness suffered by you?
 No Yes

The screenshot shows the continuation of the 'Declarations' section. Questions 4 and 5 are visible, followed by a declaration section with two checkboxes.

4 Are you suffering from any physical or mental illness or any other condition which may impair your fitness to practise as a dentist/oral health therapist?
 No Yes

5 If you are performing Exposure Prone Procedures (EPP) (Annexes), 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 (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?
(Please select "Yes" only if you are carrier of BBD)
 No Yes

I declare that the particulars stated in this application and the documents attached are true, correct and complete and the information contained herein remains true, correct and complete to date. I undertake to inform SDC of any data discrepancy (e.g. inaccurate/outdated data) and I am aware that I may be asked to provide more information to the SDC, if necessary. I am aware that the SDC may refuse to grant me a new PC and that I may be liable to be prosecuted under section 27(a) of the Dental Registration Act (DRA) for knowingly making any false or fraudulent declaration or representation, whether in writing or otherwise to the SDC.

I acknowledge that the SDC reserves all rights to receive, collect and/or transmit the above personal data to other authorities or agencies if required to do so for the purpose of carrying out its duties under the DRA and/or for compliance with any other Acts and subsidiary legislations. I also acknowledge that SDC is not liable for any damage or loss caused to me in the course of my using the Professional Registration System (PRS) due to data errors in the personal data I provide. The personal data collected will be kept in the strictest confidence and access restricted only to authorised persons. To safeguard all personal data, all electronic storage and transmission of personal data are secured through appropriate security technology.

At the bottom of the form, there are two buttons: 'Save as Draft' and 'Proceed'.

Step 6: Proceed to make payment online.

Please note:

- Payment will not be prompted if you are under EPOB.
- Cash and cheque payment will not be accepted.

You will receive an automated email from PRS if you have submitted your PC renewal application successfully. **Please take note of your application number for future references.**

Step 7: View and download your e-PC.

The Singapore Dental Council has launched the electronic Practising Certificate (e-PC) to replace hardcopy PC.

You may view and download your e-PC under “Administration” -> “View Certificates” **from 1 January 2023.**

View Certificates

Please note that only e-Certificates issued will be listed and only valid practising certificates can be viewed.

Current Registration

| Register | Reg Type | Reg Period | PC Period |
|----------|----------|------------|-------------------------|
| | | | 01/01/2022 - 31/12/2023 |

Past Registration

| Register | Reg Type |
|----------|----------|
| | |

Click on hyperlink to view/ download e-Certs

Past PC

| Register | Reg Type | PC Period |
|----------|----------|-----------|
| | | |