



SINGAPORE DENTAL COUNCIL

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25 August 2020

TO: REGISTERED ORAL HEALTH THERAPISTS

RENEWAL OF PRACTISING CERTIFICATE FOR PERIOD 2021 TO 2022

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 2020. 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 urgent information can be conveyed to you 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 the extended Qualifying Period (QP) (i.e. before 31 October 2020)**⁵.

You must also submit a copy of your **valid BCLS (Theory) certificate before 31 October 2020** via PRS, under “Submit CPE Claims” -> Category 1C -> Certification. 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 01 October 2020 at 0000 hrs and close on 31 December 2020 at 2359 hrs.**

You may proceed to apply for PC renewal via PRS **from 01 October 2020** if you have fulfilled the requisite CPE and BCLS (Theory) requirements before the extended QP as stated in Paragraph II. Please refer to Annex A for the step-by-step instructions on “Renewal of PC”.

You will receive your PC card between December 2020 to early January 2021. You must inform Council **by 31 January 2021** if you do not receive your PC card.

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

V. PRACTISING CERTIFICATE RENEWAL FEE

The fee for a two-year PC (valid from 01 January 2021 to 31 December 2022) is **\$100.00**⁶. Please note that:

- i. A **penalty fee of \$20** will be imposed if payment is **not received by 30 November 2020**⁷, and
- ii. A **penalty fee of \$50** will be imposed if payment is **not received by 31 December 2020, i.e. after the expiry of the practising certificate**⁸.

No appeal for wavier of penalty fee will be considered.

⁵ In view of the COVID-19 situation, Council has granted a one-month extension of the current OHT QP. The extended OHT QP would be from 01 October 2018 – 31 October 2020 (SDC Circular 5/2020, dated 7 April 2020).

⁶ Dental Registration Regulations 15F

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

⁸ 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. EMPLOYER PAYING ON BEHALF (EPOB)

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

If your employer is paying your PC renewal fee on your behalf, you are required to submit your application for renewal of PC on PRS **by 31 October 2020**. 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/PROF CHNG CHAI KIAT
REGISTRAR / 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”.

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Received your PIN mailer yet? Use it to activate your 2FA!
From 5 July 2016, you'll need 2FA to view your CPF statements, file taxes etc. To get a new PIN mailer, SMS: **Resend pin mailer**<space>**NRIC**<space>**Postal Code** to 78111. E.g. Resend pin mailer S1234567A 098765

Security Advisory

Use strong passwords that are alphanumeric and contain 8-24 characters
Change your passwords regularly
Get tips from the [GoSafeOnline](#) website on how to protect yourself against cyber threats

Login

SingPass ID Password

[Forgot SingPass ID or Password?](#)

Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

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.

- 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”.

The screenshot shows a web application interface for 'PC Renewal/Update Particulars'. On the left is a navigation menu with options like Registration, Accreditation, Specialist / FP Registration, PC Renewal/Application (selected), Restoration, Additional Qualifications, Issuing of CGS, Reprint of RC / PC, Administration, Supervisory, and CPE. The main content area has a breadcrumb trail: PC Renewal/Application - Update Particulars > Form > Declarations > Confirmation > Payment > Acknowledgement. Below this is the title 'PC Renewal/Application' and a link to instructions. A table titled 'PC Renewal/Application Details' shows 'Current PC Type' as 'Practising Certificate Fee for 2 years - OHT' and 'Renewal Criteria' as 'CPE' with a 'Status' of 'Met Requirement'. A 'Personal Particulars' section lists: Identification Type (NRIC), Identification No. (redacted), Full Name as shown in NRIC/FIN/Passport (MARGARET), Salutation (Ms), Surname / Family Name (MARGARET), and Preferred Order of Name (MARGARET).

Step 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 documents is not mandatory, you may ignore the “Upload Mandatory Documents” Section.

The screenshot shows a web application interface for PC Renewal/Application. On the left is a navigation menu with categories like Registration, Accreditation, Specialist / FP Registration, PC Renewal/Application, Restoration, Additional Qualifications, Issuing of CGS, Reprint of RC / PC, Administration, Supervisory, and CPE. The main content area has a breadcrumb trail: PC Renewal/Application - Update Particulars > **Form** > Declarations > Confirmation > Payment > Acknowledgement. The title is "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

The screenshot shows the "Upload Documents" section. It includes a note with file requirements: 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

*File:

Additional Documents

Document Title:

File:

Documents Added

Document ABC	Replace	Delete
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Step 5: Continue to fill up the Declaration Form on PRS, 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) (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 (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

Step 6: Confirm the information entered.

<input checked="" 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 checked="" 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.
<input type="button" value="Confirm"/>	

Step 7: Proceed to make payment on PRS.

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.** You will receive your PC card between December 2020 to early January 2021. You must inform Council **by 31 January 2021** if you do not receive your PC card.