SDC Circular No. 6/2020

Ref: SDC 20:2

25 August 2020

TO: REGISTERED ORAL HEALTH THERAPISTS

RENEWAL OF PRACTISING CERTIFICATE FOR PERIOD 2021 TO 2022

Pursuant to Section 22\(^1\) 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](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.

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\(^1\) 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)**.

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. OUTSTANDING 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**. Please note that:

i. A penalty fee of $20 will be imposed if payment is **not received by 30 November 2020**, 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**.

No appeal for waiver of penalty fee will be considered.

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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](http://www.healthprofessionals.gov.sg/sdc) under “Login Registered Users”.

![SingPass Login](image)

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

![Welcome to PRS](image)
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”.

![PC Renewal/Application - Update Particulars](image)
**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.
Step 5: Continue to fill up the Declaration Form on PRS, click “Proceed”.

<table>
<thead>
<tr>
<th>Declaration by Applicant</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>○ No ○ Yes</td>
<td></td>
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<tr>
<td>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?</td>
<td></td>
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<tr>
<td>○ No ○ Yes</td>
<td></td>
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<tr>
<td>3. Have you ever suffered from Hepatitis B or other infectious diseases?</td>
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<tr>
<td>○ No ○ Yes</td>
<td></td>
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<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>○ No ○ Yes</td>
<td></td>
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<tr>
<td>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?</td>
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<tr>
<td>○ No ○ Yes</td>
<td></td>
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<tr>
<td>6. Have you ever been involved in an allegation of professional misconduct or any improper conduct which brings disrepute to the dental profession?</td>
<td></td>
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<tr>
<td>○ No ○ Yes</td>
<td></td>
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<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>a) Are you practicing any exposure prone procedures (Exposure Prone Procedures (EPP))?</td>
<td></td>
</tr>
<tr>
<td>○ No ○ Yes</td>
<td></td>
</tr>
<tr>
<td>b) Are you aware that you are a carrier of any blood-borne diseases (BBD) such as Hep B, Hep C or HIV?</td>
<td></td>
</tr>
<tr>
<td>○ No ○ Yes</td>
<td></td>
</tr>
</tbody>
</table>

Save as Draft Proceed

Step 6: Confirm the information entered.
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.