



Licence in Dental Surgery

LDS Application Guidance

This document is designed to assist candidates who are applying to take the Licence in Dental Surgery (LDS) examination. You must read this document thoroughly:

- before embarking on the LDS application process
- before applying for the Part 2
- after you have successfully passed Part 3
- if you apply for reasonable adjustments
- if you wish to withdraw from any part of the LDS

You should also make sure that you have read the LDS Regulations, **LDS Candidate Guidance** and **LDS Syllabus documents**, which are available on the LDS pages of our website.

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Part 1 Application Guidance

Please read this information carefully **before** completing the online application form.

Please ensure that when you apply for your examination online (via the LDS examination webpages on the RCS England website), you have all the required supporting documentation ready to send to the College as these documents must be completed and submitted in full **within one week** of your online application.

Please do not apply online if you have any documentation missing or incomplete. It is expected that candidates will be ready to email copies of their documentation as soon as they apply online. Where supporting documents are not received within a week of applying, your place on the examination **will be withdrawn** and a refund of your examination fee, less a 20% admin charge, will be return to you.

The name you give on your online application must be the name on your passport and degree certificate. If it is not, please see the section on Name Change in this guidance. You may not put your title as Doctor (dr) unless you hold a doctorate in addition to your primary dental qualification.

You must include your most up to date contact address, a working email address and at least one contact telephone number.

Please ensure that your details are correct and accurately completed online before you submit your documents.

Please note that when applying for the LDS Part 1 online you will be required to enter your payment for the examination fee at the time of booking.

Documents to be submitted when applying for your exam

All documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk within one week of your application. If you do not have your supporting eligibility documents ready to send within one week of your application, please do not apply as you may forfeit your exam fee.

Postal copies will not be accepted so please DO NOT send any documents by post.

Final degree certificate

We require a scanned original copy of your final degree certificate. A provisional certificate will not be accepted in the place of a final degree certificate or diploma. If you are not able to provide a final degree certificate please contact the office prior to application.

NARIC certificate

If your final degree certificate is not from a UK dental school or EEA university or licensing body accepted by the GDC for purposes of full registration in the UK, evidence of your primary dental qualification must be supported by a NARIC Statement of Comparability. For information on how to obtain this, see <http://www.ecctis.co.uk/naric/Individuals>. A NARIC certificate is required unless temporary registration with the GDC is current and can be verified.

Please note, for NARIC certificates, it can take time to obtain these so ensure you have your NARIC prior to applying online.

Passport

You must send in a scanned copy of your current, valid passport. The copy must show your photograph and the expiry date of your passport. Only passports that have not expired will be accepted. If you are not able to provide a copy of your passport, please contact the examinations office prior to application.

Translations – any required documents which are not in English must be accompanied by an exact translation. You must send us a certified copy of the original document and correctly certified translation.

The translation must either be a certified translation by a qualified translator or for degree certificates and diplomas, an official translation by the relevant university with the official stamp of the university and the signature and name of the dean.

Name Change

If the name on your application differs from that on any other documents which you send once you have applied online, you must give us evidence of the legality of your name change, for example a marriage certificate. You can provide a copy verified by an appropriate individual. The individual must verify and sign the application form stating that a photocopy you have supplied is a copy of the original or you can provide a copy.

Resits

You do not need to provide original attested documents if you have already sat the LDS Part 1 examination before.

Scanned original copies

All supporting documents should be sent by email as scanned original copies. We do not accept posted copies. All original documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk.

Part 2 Application Guidance

Please read this information carefully **before** completing the online application form.

Please ensure that when you apply for your examination online (via the LDS examination webpages on the RCS England website), you have all the required supporting documentation ready to send to the College as these documents must be complete and submitted **at the time** of your online application.

All documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk. We do not accept posted documents so please **do not** send any documents by post.

Please do not apply online if you have any documentation missing or incomplete. It is expected that candidates will be ready to email their supporting documents as soon as they apply online. Where supporting documents are not received, your place on the examination **will be withdrawn** and a refund of your examination fee, less a 20% admin charge, will be returned to you.

The name you give on your application must be the name on your passport and degree certificate. If it is not, please see the section on 'Name Change' below.

You must include your contact address, a working email address, and at least one contact telephone number.

Please ensure that your details are correct and accurately completed online before you submit your documents.

Please note that when applying for the LDS Part 2 online you will be required to pay the examination fee **at the time of booking**.

Documents to be submitted at the same time as your online LDS Part 2 application

All documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk. Postal copies will not be accepted.

Character Reference

Your character referee must sign the form after you have completed sections 1-4 and signed the form. The date the referee signs must not be earlier than the date you have signed. The referee must be a registered professional and must not be a relative.

Clinical Experience Reference

You must provide one or more references to support the fact that you have completed at least 1600 hours of clinical experience prior to applying to sit the LDS examination. You must ask one or more referees to complete the form to verify that you have this experience.

The referee(s) should provide details of your clinical experience. They should use the application form and may continue on additional sheets if necessary.

If you are submitting evidence from your primary dental qualification as evidence of prior clinical experience, the dean of the dental school must be the referee.

If you are submitting evidence from post-qualification work experience, the person verifying the reference must be, or must have been, registered as a professional with the regulatory body in the country where you worked or studied and must be, or have been, your employer.

If you are submitting evidence of experience gained in the UK under temporary registration the referee must be the person who employed you for the purposes of temporary registration.

You may require several references to support the fact that you have completed at least 1600 hours of clinical experience. If this is the case, please print as many copies as you need of this part of the form and send each referee a separate copy.

If you are unable to submit evidence of your clinical experience because you are a refugee or asylum seeker, please contact us to discuss alternative methods of verification.

Certificate or Letter of Good Standing

This is a certificate or letter issued by the dental authority of the country in which you were last working, which states that you are legally entitled to practise dentistry in that country and that you have not been suspended, disqualified or prohibited from working as a dentist. This document cannot be more than three months old at the time of your application. The original certificate or letter must be submitted.

You must also send us a Certificate or Letter of Good Standing from the dental authority in the country in which you qualified if this is different to the country in which you last worked or are currently working.

If you cannot obtain this document, an affidavit or affirmation witnessed by a solicitor or other legal professional can be submitted in its place. This is only acceptable if it is not possible to obtain a Certificate or Letter of Good Standing. You must be prepared to swear under oath in the affidavit/affirmation that you cannot obtain the Certificate or Letter of Good Standing despite having tried to. In the affidavit/affirmation you must state that you have the right to practise dentistry in the relevant country and that you have not been suspended or

prohibited from practising as a dentist. Reasons for being unable to obtain a Letter or Certificate of Good Standing must be included. The RCSEng may also seek confirmation from the relevant authority.

A registration certificate or an annual practising certificate or a reference from your university will not be accepted as a Letter or Certificate of Good Standing. The Letter or Certificate of Good Standing must be issued by the registration authority for dentists in that country.

Language Test

You are required to submit an International English Testing System (IELTS) Test Report Form showing a minimum overall score of 7.0, with no individual sections lower than 6.5. The IELTS Test Report Form must be no more than two years old when you submit your application.

You must provide the original certificate for the IELTS Test Report Form.

Alternatively, you can submit a Test of English as a Foreign Language (TOEFL) test result. The required TOEFL scores are below:

- Overall score minimum: 94 – 101
- Reading score minimum: 19 -23
- Listening score minimum: 20 – 23
- Speaking score minimum: 20 – 22
- Writing score minimum: 24 – 26

Exemptions only apply to those applicants who:

- have a recent primary dental qualification that has been taught and examined entirely in English; or
- have qualified in a country where English is the first language; or
- have recent and continuous experience of practising in a country where English is the first language.

By 'recent' we require evidence of English language competence that is less than two years old at point of submission. When we refer to a country where English is the first language, we refer to any country on the UK governments list that exempt applicants from proving knowledge of English when applying for British citizenship (www.gov.uk/english-language/exemptions).

Name Change

If the name on the LDS examination application differs from that on any of the other documents which you are sending, you must give us evidence of the legality of your name change, for example a marriage certificate. You can provide a copy verified by an “appropriate individual”. The individual must verify and sign the application form stating that a photocopy you have supplied is a copy of the original or you can provide a certified copy.

Translations

Any required documents, which are not in English must be accompanied by an exact translation. You must send us (by email) a scanned copy of the original document and the correctly certified translation.

The translation must be certified translation by a qualified translator. Degree certificates and diplomas may be an official translation by the relevant university with the official stamp of the university and the signature and name of the dean.

Scanned original copies

All supporting documents should be sent by email as scanned original copies. We do not accept posted copies. All documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk.

LDS Completion Guidance

Once you have successfully passed the Part 3 examination, you will need to sign a health declaration and pay a £230 completion fee in order to register with the General Dental Council.

The health declaration form can be found at the end of this document.

If you are unable to provide the health declaration, you must provide:

- Original Hepatitis B, Hepatitis C, and HIV certificate, which have been authenticated from an accredited UK laboratory to show your full serology status.

The certificates must be no more than three months old and be presented to the RCS England Examinations Department within three months of successfully completing the LDS Part 3 examination.

Without the declaration or certificates, you cannot apply to be registered with the UK General Dental Council (GDC).

All documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk. Postal copies will not be accepted

Applying for Reasonable Adjustments

Candidates wishing to apply for a reasonable adjustment or access arrangement should do so at the point of applying and paying for their exam or immediately at the point of diagnosis, if this comes after the application date. RCS England may not be able to accommodate a reasonable adjustment or access request if there is insufficient time between receiving the medical documentation and the examination date.

You should make sure you have first read our **Reasonable Adjustments Policy** which is available on the LDS pages of our website.

All reasonable adjustments or access requests must be accompanied by supporting medical documentation and include information relating to the specific adjustment or arrangement being requested.

A reasonable adjustment for a particular person may be unique and how reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment. RCS England will consider any request for a reasonable adjustment on a case-by-case basis. The format of the examination will also have a bearing on whether a requested reasonable adjustment is permissible. The competence level of the examination cannot be altered.

The process is as follows:

- a. Candidates wishing to apply for special consideration must notify the examinations department via email to DentalEligibility@rcseng.ac.uk upon application or as soon as possible following the commencement of the disability e.g. sudden accident/illness.
- b. All requests must be accompanied by scanned original medical documentation. In the case of dyslexia, a full Educational Psychologist report is required.
- c. The submission of a reasonable adjustment or access request is required for each examination and supporting evidence is required for each exam application.
- d. It is the candidate's responsibility to specify which of the recommended adjustments within their documentary evidence they require for decision by the College in each application.

This reasonable adjustment and access arrangement policy is also applicable all components of the LDS examination.

Withdrawing from an examination

Candidates wishing to withdraw an application for admission to an examination must do so by email to examwithdrawal@rcseng.ac.uk and will be refunded the fee less a 20% administrative charge provided that the withdrawal request is received before the closing date of the examination.

Candidates who withdraw from the examination after the closing date, or who fail to attend the examination, for which the candidate has been accepted, will not normally be entitled to any refund of fee. The transfer of examination fees to future diets will only be granted under exceptional circumstances, such as on medical or compassionate grounds or other similar event beyond the candidate's control.

Request for transfer of fees must be sent to examwithdrawal@rcseng.ac.uk accompanied by a supporting letter from the candidate's general medical practitioner, postgraduate dental dean or a local tutor in order to be considered.

Requests for a refund under exceptional circumstances, such as medical or compassionate grounds or other similar events beyond the candidate's control must be accompanied by a supporting letter from the candidate's general medical practitioner, postgraduate dental dean or local tutor in order to be considered.

Failure to comply with the condition of the regulations, or failure to meet the eligibility requirements, will not be sufficient grounds for a refund.

The Examination Department reserves the right to review admission to the examination on an individual basis in exceptional circumstances.

Contacting the Royal College of Surgeons of England

For any queries regarding the application process please contact the Examinations Department at:

Telephone: +44 (0)207 405 3474 (option 3)

Email: dentalexams@rcseng.ac.uk

Website www.rcseng.ac.uk

If applying for a reasonable adjustment or access arrangement, please refer to the information included at the bottom of this document.



Licence in Dental Surgery

Health Declaration

To register with the General Dental Council, candidates who have successfully passed **Part 3** of the Licence in Dental Surgery are required to sign the following declaration.

I declare that to the best of my knowledge I am not suffering from, nor am I a carrier of, any infectious disease, blood borne virus or other transmissible disease, which might jeopardise the well-being of patients. I further declare that I have no reason to believe that such infectious or transmissible diseases may be present.

Signed _____

Full name _____

Date ____ / ____ / ____