

Office Use Only

Ref No: /

Practical Examination Application

CE-1 V11



You **MUST** refer to the “Explanatory Notes & Checklist” at the back of this form to complete the application form.


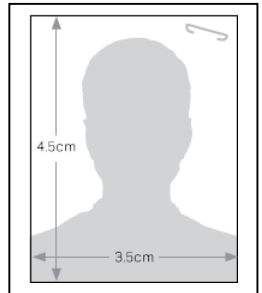

Ensure all supporting documentation and payment as listed in the Checklist is attached.

Please print clearly in English using **CAPITAL LETTERS**.

Please complete this application form in black or **blue** pen, ensuring the declaration has been signed and dated.




This symbol indicates supporting documentation is required as evidence of the details you have stated in this application form. Please refer to the “Explanatory Notes & Checklist”.

Section A	Photographic Identification 	
1. Please supply two (2) certified colour passport-size photographs of yourself for the purpose of identification.	<p>The photographs must <u>not</u> be older than three (3) months</p> <p style="text-align: center;">DO NOT ATTACH PHOTOGRAPH HERE</p> <div style="text-align: right;">  </div>	
Section B	Applicant’s Personal Details and Identification 	
1. ADC Reference number	Z /	
2. Surname /Family name		
3. Given/first name(s)		
4. Previously known or Other name(s) known by	Surname/Family Name	
	Given/First Name(s)	
5. Date of Birth & Sex	Day / Month / Year	<input type="checkbox"/> Female <input type="checkbox"/> Male

Section B (continued)	Applicant's Personal Contact Details
6. Contact details for applicant only. PLEASE PRINT	<i>PO Box number or street address:</i>
	<i>City, Suburb or Town</i>
	<i>State/Territory</i> <i>Area/Postcode</i>
	<i>Country</i>
	<i>Telephone</i>
	<i>Email Address</i>

Section C	Authority to Act (Nomination of a person or agent to act on your behalf)
7.	<p><i>It is not necessary to nominate a person or an agent to apply for the Practical Examination. If you choose to do so you must complete an Authority to Act form.</i></p> <p>I wish to nominate a person/agent to act on my behalf.</p> <p><input type="checkbox"/> Yes - I have attached an Authority to Act form and understand the Australian Dental Council will forward ALL correspondence to my chosen nominee.</p> <p><input type="checkbox"/> No</p>

Section D	Examination Session for Which Applying
8. Please indicate which Practical Examination you wish to attend?	<p>February 20 __ <input type="checkbox"/> June 20 __ <input type="checkbox"/> November 20__ <input type="checkbox"/></p> <p style="text-align: center;"><u>Examination Venue</u></p> <p><input type="checkbox"/> Griffith University, Gold Coast, Queensland</p> <p><input type="checkbox"/> Royal Dental Hospital of Melbourne, Melbourne, Victoria</p> <p><input type="checkbox"/> Oral Health Centre of Western Australia, Perth, Western Australia</p> <p><input type="checkbox"/> Westmead Centre for Oral Health, Sydney, New South Wales</p> <p><input type="checkbox"/> James Cook University, Cairns, Queensland</p> <p><i>Candidates must first book their venue using the online venue booking system at www.adc.org.au. When you select a venue online, you will receive a notification email of your provisional examination venue booking. Please indicate the venue you have selected here. If you have not already selected a venue online, the ADC will not be able to process your application.</i></p>

Section E	English Language Requirement 
9. English Language test results	<p>Indicate which English language test you have completed, or go to Q10 if you have previously been granted an exemption by the ADC.</p> <p><input type="checkbox"/> IELTS International English Language Test System Academic module <i>(minimum score of 7 in all four components of the academic module, obtained in one sitting)</i></p> <p>Date of examination: / / Day Month Year</p> <p><input type="checkbox"/> OET Occupational English Test <i>(pass at A or B level in all 4 components, obtained in one sitting)</i></p> <p>Date of examination: / / Day Month Year</p>
10. Evidence of exemption from the English language test (as deemed by the ADC).	<p><input type="checkbox"/> Yes</p> <p>I have a letter from the ADC confirming I have been granted exemption from the English language test.</p> <p>Date of ADC exemption letter: / / Day Month Year</p> <p><i>The ADC reserves the right at any time to revoke an exemption and/or require an applicant to undertake a specified English language test</i></p>

Section F

Declaration

Please read and ensure you understand the following declaration before signing:

- I agree to be available for the session allocated, and failure to sit will be considered a withdrawal according to the ADC Withdrawal process.
- I accept the enclosed examination fee is non-refundable in the event of failure. I also understand that if I withdraw from the examination a penalty will be incurred. (Refer to the ADC Withdrawal process.) Please use this application form as a tax invoice if required.
- I undertake to inform the Australian Dental Council of any changes to my circumstances or details.
- I have read the explanatory notes for this application form, and understand all the requirements of applying for this examination.
- I understand that failure to complete all relevant sections of this application form, including payment of the application fee and all supporting documentation, may result in delaying the processing of this application or refusal of this application.
- I understand that the Australian Dental Council reserves the right to require further documentation in order to process this application.
- I am the person named in this application and all attached documents.
- The above statements, information provided on my application form and all documentation provided with this application are true and correct.
- I consent to the Australian Dental Council making inquiries and/or exchanging information with the authorities of any Australian state or territory, or other country, regarding my qualifications and/or practice as a dentist or otherwise regarding matters relevant to this application.

Signature of Applicant _____

Date: / /
 Day Month Year



Section G	Payment
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Practical Examination Fee Payable

Applications will not be processed or the venue confirmed until the Practical Examination fee has been paid in full. A receipt will be issued upon clearance of payment. Please refer to the current schedule of fees at <http://www.adc.org.au/fees.pdf>.

Bank Cheque or Australian Money Order payments:

Bank cheque

Money order

Payment made by Bank cheque or Australian Money Order MUST be made in Australian dollars only.
Please note that the ADC is unable to accept cheques from the Bank of India.

Credit Card Type (please tick)

Visa

MasterCard

I, authorise the Australian Dental Council to deduct from my credit card the Practical Examination fee of \$..... (AUD)

Name of cardholder

Card number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M	M	Y	Y		

Signature of cardholder

**Post your completed application form together with your supporting
documentation and application fee to:**

Australian Dental Council Ltd
PO Box 13278
Law Courts VIC 8010 Australia

Explanatory Notes & Checklist



Explanatory Notes

Introduction

All personal information will be handled in accordance with the Australian Privacy Act. Details may be verified with or provided to other agencies where necessary or required by law.

A *complete* application includes all the required documentation which has been correctly certified. You will be notified in writing if we need any additional information to process your application. Incomplete applications will result in processing delays or refusal of this application.

You will be notified in writing of the outcome of your application and the next steps in the process. In order to prevent delays candidates must ensure that their email address is correct and accessible, since the majority of correspondence with candidates is now via email.

Please note:

- To prevent delays in processing of your application please read the application form (including the **Explanatory Notes & Checklist**) carefully and ensure you have provided all the relevant supporting documentation and that the documents provided are correctly certified
- Please refer to the Australian Dental Council's certification guidelines which can be downloaded from the ADC website at <http://www.adc.org.au/>

Immigration Information

If you are an overseas trained dentist who intends to migrate and work as a dentist in Australia, you should first contact the nearest Australian Embassy, High Commission or Department of Immigration And Citizenship for information about migration procedures and requirements for assessment of your qualifications.

If you are already in Australia on a temporary basis but need a skills assessment to support an application to change your immigration status to Australian resident, you should seek the advice of the Department of Immigration And Citizenship in your state or territory (<http://www.immi.gov.au/contacts/>).

Certification

It is essential that copies of documents are certified by an appropriate person as a true copy of the original.

Please refer to the Australian Dental Council's certification guidelines which can be downloaded from the ADC website at <http://www.adc.org.au/>.

Do not send original documents. Any original documents submitted to the ADC will not be returned to you.

Translation of Documents

Certified translations in English of all non-English documents must be provided and attached to the document/s to which they refer. The ADC reserves the right to request that applicants provide translation completed by a National Accreditation Authority for Translators and Interpreters (NAATI) professional translator (formerly known as Level 3).

Please note:

- The translator's details (name, address, etc) must be stated in English
- Certification statements on translated documents must be translated in English.

Identity/Change of Name

Applicants must state their full legally registered name **exactly as it appears on your passport**. Any change in name will need to be supported by official documentation showing the link with previous names (*e.g.* before and after marriage). The ADC does not accept Affidavits/Statutory Declarations for this purpose.

Applicant's Personal Contact Details

ALL candidates must complete Section B of this application to ensure accurate information is provided for future use.

It is the candidate's responsibility to advise the ADC of any change of contact details. Re-issuing of documentation/correspondence will incur an administrative fee.

Agents

The ADC normally deals directly with applicants for the Practical Examination. Australia's privacy legislation prohibits the ADC from discussing your application with other people (third parties) unless specifically authorised to do so.

If you want someone else, such as a family member or other agent, to deal with the ADC on your behalf, you will need to indicate this by completing the ADC's Authority to Act form. Once your Authority to Act form has been processed all correspondence will be sent only to the person you have nominated.

- Please refer to the ADC's Authority to Act form which can be downloaded from the ADC website at <http://www.adc.org.au/>

Closing Dates

Candidates can apply to sit the Practical Examination session in either June or November, the examination will usually be held in the last week of each month.

Applications received by the ADC after the nominated closing dates will not be processed **under any circumstances**.

The closing dates are:

- **23 May 2014** for the **June Exam**
- **24 October 2014** for the **November Exam**

Examination Session

Indicate on this form the venue that you have selected (and received a confirmation email) using the ADC online booking system. If you have not selected a venue online, the ADC cannot process your application.

The venue will be confirmed upon completion of your application by the ADC.

Venue

The Practical Examination is conducted only in Australia. The examinations are offered at four venues at the same time in each session. The examinations are available twice each year — in June and November.

Please note:

- All visa and travel arrangements are the responsibility of the candidate. Candidates should ensure they are able to travel to their nominated venue at the required time.

English language test – OET and IELTS Results

When applying for the Practical Examination you must provide to the ADC a certified copy of your English language test results which meet the following requirements. The ADC accepts either:

- the **IELTS academic module**, with a minimum score of **seven** in each of the four components (listening, reading, writing and speaking); or
- the **OET**, with grades of **A or B** in each of the four sub-tests (listening, reading, writing and speaking).

All components or sub-tests of either test must be passed at the specified level in a **single sitting**. A pass in the IELTS or OET (at the specified level) is valid for two years only. You must provide evidence that you hold a pass at the required level in the English language test that is no more than two years old **from the date of the English language test**, as at the closing date for the Practical Examination for which you are applying.

Exemption from the English language test

Only candidates who have written evidence of exemption by the ADC from the English language test requirement are required to complete question 10, section E.

Please note:

- The ADC reserves the right at any time to revoke an exemption and/or require an applicant to undertake a specified English language test.

Payment

Money orders/bank cheques should be in Australian dollars, drawn against an Australian bank and made payable to the Australian Dental Council. Personal cheques will not be accepted.

If you are paying by Visa or MasterCard, please ensure that there are sufficient funds in your account to cover the fee transaction. The ADC will make **one attempt only** to process the fee payment from your nominated credit card.

Application forms and examination fees are non-transferable.

Withdrawal from the examination

Candidates withdrawing from an examination must do so by advising the ADC in a signed written statement. Withdrawal statements will not be accepted by telephone.

Please refer to the Practical Examination Handbook for further details.

Please note:

- Failure to undertake the examination because of an inability to obtain necessary visas or to arrange travel, *etc* will be considered a withdrawal and the withdrawal process will apply.



Checklist

Section A Applicant's Personal Details and Identification	<input type="checkbox"/> <u>Certified</u> copy of current passport - relevant pages. <input type="checkbox"/> <u>Two (2) certified</u> photographs <input type="checkbox"/> <u>Certified</u> copy of evidence of change of name documentation (where applicable).
Section B Applicant's Contact Details	<input type="checkbox"/> All details completed (no supporting documents required).
Section C Authority to Act/Agent	<input type="checkbox"/> (If applicable) Authority to Act form if an agent is used (it is not a requirement for an applicant to have an Agent)
Section D Exam Series	<input type="checkbox"/> All details completed (no supporting documents required).
Section E English Language Requirement	<input type="checkbox"/> <u>Certified</u> copy of OET or IELTS results OR if exempt from the English language requirement (previously approved by the ADC) <input type="checkbox"/> Date of your ADC letter confirming exemption from the ADC English language test.
Section F Declaration	<input type="checkbox"/> Signed and dated (no supporting documents required)
Section G Payment	<input type="checkbox"/> All payment details completed and/or enclosed.

**Post your completed application form together with
 your supporting documentation and application fee to:**

Australian Dental Council Ltd
 PO Box 13278
 Law Courts VIC 8010 Australia