

Written Examination Application – Dental Hygiene/Dental Therapy

WE-2 V7

Melbourne: March 2018

Office Use Only

Ref No: /



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


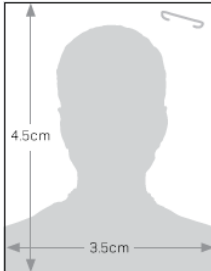
Ensure all supporting documentation and payment as listed in the Checklist is attached.


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 not be older than nine (9) months and must include the certification date</p> <p style="text-align: center;">DO NOT ATTACH PHOTOGRAPH TO THIS FORM</p> <div style="text-align: right;">  </div>

Section B	Applicant’s Personal Details and Identification 	
2. ADC Reference number	Z /	
3. Surname /Family name		
4. Given/first name(s)		
5. Middle name(s)		
6. Previously known or Other name(s) known by	<i>Surname/Family Name</i> <i>Given/First Name(s)</i>	
7. Date of Birth & Sex	<i>Day</i> / <i>Month</i> / <i>Year</i>	<input type="checkbox"/> Female <input type="checkbox"/> Male

Section C	Applicant's Personal Contact Details
9. Contact details for applicant only. PLEASE WRITE IN BLOCK LETTERS	<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 (Including country code) Mobile:</i> <i>Home:</i>
	<i>Email Address</i>

Section D	Emergency Contact Details
10. Please provide name and contact details of a relative or friend should an emergency occur during the examination	<i>Name</i>
	<i>Relationship to you (e.g. husband/wife)</i>
	<i>Telephone (include country code) Mobile:</i> <i>Home:</i>
	<i>Email Address</i>

Section E	Authority to Act (Nomination of a person or agent to act on your behalf)
11. It is not necessary to nominate a person or an agent to apply for the Written Examination.	If you choose to do so you must complete an Authority to Act form <div style="text-align: right;"></div>
	I wish to nominate a person/agent to act on my behalf <input type="checkbox"/> Yes – I have attached an Authority to Act form and understand the Australian Dental Council (ADC) will forward ALL correspondence to my chosen nominee. <input type="checkbox"/> No

Section F	Exam Category
12. Please indicate the category of examination you are applying for	<input type="checkbox"/> Dental Hygiene Written Examination <input type="checkbox"/> Dental Therapy Written Examination <input type="checkbox"/> Dental Hygiene / Therapy Written Examination

Section G	Residency Status
1. Residency Status	Are you a permanent resident or citizen of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Migration	If you are not an Australian permanent resident or citizen are you planning to migrate to Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section H

Declaration

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

- I agree to be available for the examination 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.)
- I undertake to inform the ADC 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 acknowledge that the ADC may verify documents provided in support of this application as evidence of my identity.
- 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 ADC reserves the right to require further documentation in order to progress 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 ADC 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 dental hygienist or dental therapist, or otherwise regarding matters relevant to this application.
- I consent to the Australian Dental Council contacting me for quality control, education and/or research purposes

Signature of Applicant _____

Date: / /
 Day Month Year

Explanatory Notes & Checklist



Explanatory Notes

Introduction

All personal information will be handled in accordance with the Australian Privacy Act (1988). 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. Incomplete applications will result in processing delays or refusal of this application. **Applications must be assessed as complete by the examination closing date, no extensions will be permitted past the closing date.**

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 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 ADC'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 dental hygienist and/or dental therapist who intends to migrate and work as a dental hygienist and/or dental therapist in Australia, you should first contact the nearest Australian Embassy, High Commission or Department of Immigration and Border Protection 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 Border Protection in your state or territory (<http://www.immi.gov.au/contacts/>).

Overseas trained Dental Hygienists and Dental Therapists assessments are for registration purposes only. Migration assessments are currently completed by VETASSESS.

Certification

It is essential that copies of documents are certified. Each copy must be clearly 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 www.adc.org.au

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 their 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 C 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 using the *Notification of Change of Contact Details* form, which is available on the ADC website. Re-issuing of documentation or correspondence will occur an administrative fee.

Please note:

The ADC is not able to update any change of address between Written Examination application closing dates and the examination date. You will need to ensure all correspondence is forwarded to your updated address. If you change your address it is your responsibility to make necessary arrangements for the redirection of your mail.

Agents

The ADC normally deals directly with applicants for the Written 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.

Closing Dates

Applications received by the ADC after the nominated closing dates will not be processed under any circumstances. Incomplete applications will result in processing delays or refusal of this application.

Applications must be assessed as complete by the examination closing date; no extensions will be permitted past the closing date.

Examination Category

Indicate on this form the category of examination you are applying for i.e. Dental Hygiene / Dental Therapy or Combined Dental Hygiene / Therapy.

Examination Venue

The ADC Written Examination is held in Melbourne, Australia. The examination is conducted in English only.

Please note:

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

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. **Please note that we are unable to accept cheques from the Bank of India or cheques with adhesive tape on the face of the cheque.**

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 writing using the [Notification of Withdrawal from an ADC Examination](#) form available from www.adc.org.au . Withdrawal statements will not be accepted by email or telephone.

Please refer to the [Written Examination Handbook](#) for further details.



Checklist

Section A Photographic Identification	<input type="checkbox"/>	Please supply two (2) <u>certified</u> colour passport-size photographs of yourself for the purpose of identification (no more than 9 months old).
Section B Applicant's Personal Details and Identification	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	All details completed - please write your email address in BLOCK LETTERS (no supporting documents required). <u>Certified</u> copy of evidence of change of name documentation (where applicable). <u>Certified</u> copy of current passport - relevant pages, including the signature page. Your name must be entered on the application form in the same order as your passport.
Section C Applicant's Contact Details	<input type="checkbox"/>	All details completed (no supporting documents required).
Section D Emergency Contact Details	<input type="checkbox"/>	Name and contact details of an emergency contact person (no supporting documents required)
Section E Authority to Act/Agent	<input type="checkbox"/>	(If applicable) Authority to Act form (It is not a requirement for an applicant to have an Authority to Act or Agent)
Section F Exam Category	<input type="checkbox"/>	All details completed (no supporting documents required).
Section G Residency Status	<input type="checkbox"/>	All details completed (no supporting documents required).
Section H Declaration	<input type="checkbox"/>	Signed and dated (no supporting documents required)
Section I 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

If you are sending your application by courier please use the following address:

Australian Dental Council
 Level 2 / 99 King Street
 Melbourne Victoria 3000