

**Registration as a dental care professional (DCP) with a formal qualification gained overseas**

**Guide to the most common reasons applications are refused**

**Table 1: Common reasons for applications to be refused**

Evidence type	Reason contributing to a refusal include, but are not limited to:
Learning outcomes (relevant for each title from the Preparing for Practice document)	<ul style="list-style-type: none"> <li>• Learning outcome not mapped/not clear within supporting information.</li> <li>• Learning outcome poorly mapped i.e. insufficient information to support attainment.</li> <li>• Learning outcome incorrectly mapped e.g. application page numbers do not correlate.</li> </ul>
Syllabus and if applicable, a letter from your university/institution covering your course content	<ul style="list-style-type: none"> <li>• No or limited information about theoretical and practical hours studied.</li> <li>• No or limited breakdown of the full training course.</li> <li>• Programme of study completed not provided with application.</li> <li>• Overarching learning objectives from dental regulator rather than the education provider.</li> <li>• Learning outcome not covered within syllabus.</li> <li>• Learning outcome has limited coverage.</li> <li>• No confirmation the dates of study relate to the syllabus submitted.</li> </ul>
Training course	<ul style="list-style-type: none"> <li>• Training course completed is not relevant to title applied for.</li> <li>• Training course not completed recently.</li> <li>• Training course is incomplete.</li> <li>• Learning outcome is not covered within training.</li> </ul>

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Evidence type	Reason contributing to a refusal include, but are not limited to:
Clinical experience supported by professional references and/or employment contract	<ul style="list-style-type: none"> <li>• No or limited evidence provided of recent clinical experience relevant to the title applied for.</li> <li>• Insufficient evidence demonstrating retention of skills to practise safely.</li> <li>• Observership only (no professional registration held with regulator).</li> <li>• No or limited details of any clinical roles and responsibilities.</li> <li>• No or limited information within your professional reference about your relationship to your referee, and hours and dates worked.</li> <li>• Professional reference identical to another applicant's professional reference, explanation required.</li> <li>• Professional reference does not appear to have been completed independently by the referee.</li> </ul>
Continuing professional development (CPD) certificates	<ul style="list-style-type: none"> <li>• No or limited details of the course learning outcomes.</li> <li>• No indication of time spent completing CPD module or course.</li> <li>• No date included of when the activity, course or training was completed.</li> <li>• CPD completed over five years ago.</li> <li>• CPD provided not appropriate to demonstrate attainment of learning outcome.</li> <li>• The name on the certificate does not correlate with that of the application.</li> </ul>
Self-declaration and/or reflection statement	<ul style="list-style-type: none"> <li>• Similar or identical to another applicant's submission, explanation required.</li> <li>• Statement does not demonstrate reflection or understanding of the learning outcome.</li> <li>• The statement is not signed and dated.</li> </ul>
<i>NOTE: There are UK-specific learning outcomes in relation to medical emergencies and medical ionizing radiation and statutory regulations</i>	<ul style="list-style-type: none"> <li>• No evidence of completion of an Immediate Life Support (ILS) course (hands on) within the past 12 months.</li> <li>• ILS certification provided does not include equivalent UK resuscitation ILS outcomes.</li> <li>• No Ionising Radiation (Medical Exposure) Regulations (IR(ME)R) certification.</li> <li>• (IR(ME)R) certification at inappropriate level for DCP title applied for.</li> </ul>